Teacher and Advisers Privacy Notice

Data collection Privacy Notice

We collect data on teachers and advisers (**you, your**) as a part of our Outreach and the Medical Schools Council (**MSC, we, us, our**) store this data for future communications.

The Dental Schools Council is a separate sub-division of the MSC. The MSC, under the trading name of the Dental Schools Council, is the representative body for all UK dental schools.

The MSC is the data controller for the personal data collected and use of the personal data for the purposes set out in this Privacy Notice. The data is collected and used for legitimate and lawful purposes, including meeting the aims of the DSC.

You have the right to withdrawal consent to your personal data being provided to the MSC and can exercise that right by contacting us.

We have taken steps to ensure that we comply with our obligations under applicable data protection laws (including the UK General Data Protection Regulation (**UK GDPR**) and the Data Protection Act 2018) when collecting and further processing your personal data, as outlined in this Privacy Notice.

In this Privacy Notice, where we use the words **personal data** we use these words to describe information that is about you and which identifies you (see below for a description of the personal data that we will hold about you).

In relation to the personal data we use, we are also registered as a data controller with the Information Commissioner's Office (**ICO**) (registration number: ZA043047).

When does this Privacy Notice apply?

This Privacy Notice sets out how your personal data will be provided to us.

Please note however that while we always aim to provide complete and transparent information about how we process your personal data, we reserve the right to update this notice from time to time in order to accurately reflect changed circumstances or new legal requirements. In the event that we make any changes to this Privacy Notice, where appropriate, we will give you reasonable notice of those changes.

What information we collect, use, and why?

We collect or use the following personal information so that we can keep you informed of outreach, access and admissions to medical and dental schools.

- Names and contact details
- Name and address of the school, college or organisation you work for

No special category data are collected.

What is the legal basis for processing your personal data?
Under the UK GDPR, we are required to have a legal basis whenever we collect or use your personal data. Examples of where we have a legal basis to process your personal information, includes when:

- we have your **consent**;
- it is necessary to enter into or perform a contract we have with you (or to take steps at your request prior to entering into that contract);
- it is necessary to comply with a **legal obligation**;
- it is necessary in order to **protect your vital interests**; or
- it is in our **legitimate interests** to process your personal information.

Legitimate interests

For the purposes described above, our lawful basis for collecting and processing your personal data is that it is necessary for the purposes of pursuing the legitimate interests of the DSC (Article 6(1)(f) of the UK GDPR).

These legitimate interests include enabling the DSC to communicate with teachers and advisers through newsletters and targeted communications in order to share information, opportunities, and guidance that support students in considering dentistry and oral healthcare as a degree and career, and in navigating the medical school admissions process. This engagement plays an important role in helping educators and advisers better support their students, particularly those from disadvantaged backgrounds or areas with historically low participation in medicine.

Without this processing, the DSC's ability to share relevant opportunities, promote informed decision-making, and support fair access to dental education would be significantly reduced, undermining efforts to widen participation and build a more diverse and representative medical workforce.

The DSC will rely on this lawful basis only where it is satisfied that its legitimate interests are not overridden by the interests or fundamental rights and freedoms of the individuals concerned. A Legitimate Interests Assessment has been conducted to consider the necessity and proportionality of the processing, the reasonable expectations of individuals, and the availability of appropriate safeguards.

assessment of those interests for this purpose which will be reviewed on an ongoing basis, as appropriate.

Consent

In some cases, we collect and process your personal data based on your consent (Article 6(1)(a) of the UK GDPR) for the purposes explained above. We have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

How long do we store your personal data?
We will only retain your personal data for as long as is necessary in order to achieve the purposes of processing. We will retain your personal data for a period of up to 5 years, after which we will request your renewed consent. If consent is not provided, your personal data will be permanently deleted.

How do we keep your personal data secure?
We have implemented appropriate technical and organisational measures to protect your personal data from being accidentally lost, used, altered, disclosed or accessed in an unauthorised way. In addition, we limit access to your personal data to those employees, agents, contractors and service providers who have a business need to know.

In the event that we experience any intrusion of our information systems or otherwise suffer a breach of our data security, then we have in place specific procedures designed to deal with such a breach, including protecting the personal data within our control and, where we are legally obliged to do so, notifying you and the relevant authorities.

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Who do we share your personal data with?
We may share your personal details with third parties only to the extent this is necessary for those parties engaged to act on our behalf in providing or facilitating technical solutions or services (e.g. IT service providers) in connection with the purposes (for more information see 'Why do we collect your personal data?' above).

Do we transfer your personal data overseas?
Your personal data will not be transferred outside of the UK, to the European Economic Area, third countries or international organisations.

What are your data protection rights?
Under data protection law you have rights in relation to your personal data, including the rights summarised below. However, please note that not all of these rights apply in each case and may be

the right to ask us for copies of your personal information subject to applicable exceptions.

Your right of access - You have that is within our control and information about how we use it.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, then we will endeavour to respond to you within 1 month of receipt.

Questions or complaints?
If you have any questions or concerns about our use of your personal data, then please contact us at:

Email:	admin@dentalschoolscouncil.ac.uk
Address:	Dental Schools Council
	Woburn House
	20 Tavistock Square
	London
	WC1H 9HD

While we would always welcome the opportunity to resolve any complaints you might have in the first instance, you also have the right to complain to the Information Commissioners Office (**ICO**). The ICO can be contacted by telephone or in writing, using the contact information provided below.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk

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19 September 2024