

# I\_AM Medical Mentoring volunteer doctor-mentor privacy notice

This privacy notice tells you what to expect us to do with your personal information when you volunteer for us.

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## Contact details

Email

I\_AM\_Medical\_Mentoring@icr.ac.uk

## What information we collect and use, and why

Doctor-Mentor recruitment

We collect or use the following personal information as part of **Doctor-Mentor recruitment**:

- Contact details (eg name, address, telephone number or personal email address)
- Photographs (eg staff ID card)
- GMC Number
- Date of last DBS check and DBS number

## Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **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. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Consent - 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.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

## Where we get personal information from

We collect your information from the following places:

- Directly from you
- Public sources (eg LinkedIn or other websites)

## How long we keep information

We take into account various criteria when determining the appropriate retention period for personal data including:

- the purposes for which we process your personal data and how long we need to keep the data to achieve these purposes;
- how long personal data is likely to remain accurate and up-to-date;
- for how long the personal data might be relevant to possible future legal claims;
- any applicable legal, accounting, reporting or regulatory requirements which specify how long certain records must be kept.

We will keep data for only as long as it makes sense to do. We retain basic information about doctor-mentor volunteers indefinitely for statistical and archival purposes. Sensitive information about individual

participants is only retained whilst the individual is actively involved in I\_AM Medical Mentoring activities and for up to one year after their last interaction.

To ensure that we do not contact individuals who have requested not to be contacted, it is important that we keep an adequate record of their request. This means that we cannot completely delete data from our systems. Instead, we will minimise the data that we hold (usually to name and employer).

## Who we share information with

- We store the data locally within a secure Microsoft Teams workspace.
- Your name and email address may be shared with participating schools
- Publicly on our website, social media or other marketing and information media
- In the event of a safeguarding concern, your name may be shared with the school in the first instance and with other bodies as appropriate)

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

**Last updated**

05 March 2025