

**Procedure for Handling ‘Subject Access Rights’ Requests**

Data Protection Act for Specialty Training

This document sets out the procedure The East of England Multi Professional Deanery will follow should a request be submitted by an applicant asking for further feedback regarding of their short listing or interview scores in the current recruitment round.

Under Modernising Medical Careers guidelines, you will be automatically provided with your score, rank and total number of applicants. If you require detailed feedback applicants are encouraged to speak to their clinical education superior.

The Data Protection Act (1998) gives individuals who are the subject of personal data a general right of access to the personal data which relates to them.

Requests for access to records are shown as ‘Subject Access Requests’ and are made to the person or organisation who you think is processing (holding, disclosing or using) the information to which you want access. Personal data may take the form of computerised or, in some cases, paper records. In the case of recruitment, their records may take the form of a breakdown of scores received by applicants at either the short listing or interview stage of the recruitment process.

To assist you with your request for information you may complete a ‘Request for Access to Personal Data’ form and submit this to the Recruitment Manager at HEEoE along with a suitable form(s) of identity. Our address is **HEEoE, Recruitment Team, 2-4 Victoria House, Fulbourn, Cambridge CB21 5XB**. This will help us ensure your query is dealt with as soon as possible.

The Recruitment Team will process the form and documents you have submitted. Subject to your documents being in order you will be provided with a breakdown of your scores.

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| **Request for Access to Personal Data**  **INFORMATION TO ASSIST IN SEARCHES** | |
| **FIRST NAME:** |  |
| **SURNAME:** |  |
| **CURRENT ADDRESS:** |  |
| If you have lived at the address above for less than 1 year, please give your previous address: |  |
| **Date of Birth:** |  |
| **Email address:** |  |
| **Specialty and level to which you applied:** |  |
| **Date of Interview attended:** |  |
| **Applicant number:** |  |
| **GMC number:** |  |

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| **Details of request (what personal information do you require?):**  Please provide for identity purposes **one** of the following documents.   * Copy of photo page of your Passport * Copy of Drivers Licence   Your document will be returned once the search for your personal data is completed. | | | | | |
| **For Official Use Only** | | | | | |
| **Please Place A Cross In The Appropriate Box(es)** | | | | | |
| **Photocopy of Passport** |  | **Photocopy of Drivers Licence** |  | **Original Gas Bill** |  |
| **Original Electricity Bill** |  | **Original Council Tax Bill** |  | **Other (please specify)** |  |
| **Date Received:** | | | **Date returned:** | | |