



### Introduction

The Royal Pharmaceutical Society of Great Britain (RPSGB) is the regulatory and professional body for pharmacists. Any pharmacist wishing to practise in Great Britain must be registered with us.

If you are a pharmacist and intend to practise pharmacy in Great Britain, the information you provide will be used to update the registers, administer and maintain your registration, process complaints about you, compile statistics, and send you Society guidance, news, journals and Council election materials.

We make specified parts of register entries available to any enquirer as part of the register search offered on the Society's website at [www.rpsgb.org](http://www.rpsgb.org).

From 2004 we no longer produce a printed version of the register of our members. In addition to the website register search, from June 2004 a paper copy based on the same information is being held for reference only in our library. A register search now provides the following data:

- Registration Number
- Date of Registration
- Name
- Postal Town
- Category of fee paid

### Disclosure:

A registrant's additional contact details, date of birth and other data are not available to the public. We may share personal data with third parties in pursuance of the Society's aims and objectives, and will disclose when required to do so by statute.

We will not sell personal data for commercial purposes. Any disclosure of personal information will be in compliance with the subject's rights under the Data Protection Act 1998.

### Mailing lists

We will not sell mailing lists of pharmacists for commercial purposes.

### Tracing members

Where members might wish to contact friends and colleagues, our registration section will forward on stamped/prepaid correspondence to members where the name and registration number of the member is known.

### Changes to your personal details

We do not accept requests for changes over the telephone. Changes to your personal details may be made in writing only (e-mail or letter). You should include your registered address, work address and your registration number for reference. A letter of confirmation will be dispatched when the change has been made.

**Complaints about breaches of privacy**

Any member who believes that there has been a breach of privacy in relation to personal information held by us and who wishes to make a formal complaint should contact the Complaints Office, either by e-mail or by phone.

Please see the Society's Complaints Procedure for full details of how to do this ([www.rpsgb.org/complaints.html](http://www.rpsgb.org/complaints.html))

**Data Protection Registration**

The registration number for our entry under the Data Protection Act 1998 is Z6876954

To search the Data Protection Register and see the classes and uses of data at the Society go to <http://forms.informationcommissioner.gov.uk/search.html> and input our registration number.

If you wish to have access to your personal records held by us, please contact Susan Em, Records Manager who is our Data Protection Officer. You must put your request in writing enclosing evidence that you are the data subject.

Acceptable evidence is:

A photocopy of a passport OR driving licence.

AND

a copy of a utility bill for the same name and address.

Copies of available information will be supplied to your postal address. Please note that some items of information are confidential (this includes references) and will not be supplied.

**Revisions of Policy:**

Our policies are developing and so the Society reserves the right to revise this policy at any time.

Revised June 2004