



## EXAMINERS PRIVACY POLICY

Mobile Doctors collects and processes a range of information about the medical experts it uses and is committed to being transparent about how that information is collected and used.

Please note that we may amend this policy at any time by either notifying you or posting a revised version on our website at [www.mobiledoctors.co.uk/examiners](http://www.mobiledoctors.co.uk/examiners)

### What information does Mobile Doctors collect?

The information Mobile Doctors might collect includes:

- your name, address and contact details, including email address and telephone number;
- the terms and conditions of your engagement;
- details of your education, skills, experience and career history, including start and end dates, and details of third parties to whom you provide services;
- information about your remuneration and expenses, including details of the services and the days and hours on which you provide services under your engagement;
- details of your bank account and VAT registration details;
- the duration of any periods during which you are unable to provide the services under your engagement;
- details of insurance contracts maintained and payment of insurance premiums in accordance with your obligations under your engagement;
- details of your right to work in the United Kingdom;
- emergency contact details;
- details of Professional Memberships/Accreditations;
- details of Information Commissioner's Office (ICO) Registration; and
- details of Venues used for Medico-Legal work.

Mobile Doctors collects this information in a variety of ways. For example: from forms completed by you at the start of or during your engagement; from correspondence with you; from questionnaires completed by you or through interviews or other meetings.

In some cases, we may collect personal data about you from third parties, for example, the General Medical Council or the Health and Care Professions Council. Data is stored in a range of different places, including in Mobile Doctors' case management systems and in other IT systems (including Mobile Doctors' email system).

### Why does Mobile Doctors process personal data?

Mobile Doctors needs to process your personal data in order to enter into an engagement with you. Mobile Doctors also has a legitimate interest in processing your personal data as it allows us to:

- offer engagements to appropriate and suitably qualified individuals;
- maintain accurate and up-to-date records and contact details and records of contractual rights and obligations;
- ensure effective business administration;
- ensure health and safety compliance; and
- respond to and defend against legal claims.

### **Who has access to personal data?**

Your personal data will be shared internally at Mobile Doctors, and may be shared with instructing parties (e.g. solicitors) or other third parties if access to your information is required in relation to: your engagement; and/or the data subject to whom your engagement relates.

We may share your personal data with third parties that process data on our behalf in connection with making payments. Mobile Doctors may also share your personal data with third parties in the context of a sale of some or all of its business. In those circumstances, your personal data will be subject to confidentiality arrangements.

We will not transfer your personal data to countries outside the European Economic Area unless required in relation to your engagement and/or the data subject to whom your engagement relates. In those circumstances, we will only do so in full compliance with Data Protection legislation.

### **How does Mobile Doctors protect personal data?**

We take the security of your personal data seriously. We have internal policies and controls in place to try to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where Mobile Doctors engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does Mobile Doctors keep personal data?**

We will hold your personal data for the duration of your engagement. After the end of your engagement, Mobile Doctors will continue to hold your personal data in accordance with our legal obligations (e.g. the statutory limitation period).

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact:  
[mdlcompliance@mobile-doctors.co.uk](mailto:mdlcompliance@mobile-doctors.co.uk).

Alternatively, you can write to us at:

Mobile Doctors Limited  
Unit 4, The Courtyard,  
Calvin Street  
Bolton, BL1 8PB

If you believe that Mobile Doctors has not complied with your data protection rights, you can complain to the [Information Commissioner](#).

### **What if you do not provide personal data?**

You may have some obligations under your engagement to provide Mobile Doctors with data. For example, you may be required to provide details of the insurance policies you maintain in accordance with your engagement; details of Professional Memberships/Accreditations; details of ICO registration; and/or details of venues used for Medico-Legal work.

Certain information, such as contact details and payment details, have to be provided to enable us to enter into an engagement with you. If you do not provide other information, this will hinder our ability to administer the rights and obligations arising as a result of the engagement efficiently.

### **Automated decision-making**

Decisions relating to your engagement are not based solely on automated decision-making.