



Full processing statement for the RCP library

Literature searching service

Under the General Data Protection Regulation (GDPR), the RCP must provide comprehensive information on how records and information about living people are being collected, used and disposed of.

This processing statement explains what data the RCP Library holds about you in our literature search service, why we hold it, how we protect it and what your rights to access are.

What we do with your data

The RCP Library team retains your completed literature search request form on internal storage systems.

Why we need to collect and use your data

The RCP Library team maintains this information in order to provide you with a literature search service. We use your membership details to confirm eligibility for the literature search service, and your contact details to send your search results to you. We contact service users to inform you of improvements to the literature search service. We may also solicit feedback from service users.

How we protect your data outside the territories covered by the GDPR

All information managed by the RCP Library for the literature searching service is held and used within the UK.

How long we keep your data and why

The RCP Library retains your literature search request in full for two years in order to maintain an audit trail of requests, to answer follow-up enquiries and complaints, for resource usage monitoring and for feedback gathering purposes. After two years requests are deleted from the RCP's system and only anonymised statistical data is retained after that time.

Your rights

You have the right to access information which identifies you as a living person, held on RCP systems (Article 15). You also have the right to a copy of your data in a standard format, where technically possible (Article 20). For more information please contact the [data protection officer](#).

You do have the right to restrict the use of your data (Article 18), stop your data being used (Article 21), or have data deleted (Article 17) under certain circumstances. Although this may mean we are unable to provide you with a literature search service. For more information please contact the [data protection officer](#).

Who to contact at the RCP and how to complain

Contact the [data protection officer](#) if you have queries or concerns about the above.

If you are not satisfied with the way your data is handled by the RCP you have the right to complain to the RCP [data protection officer](#) or the UK regulator, the Information Commissioner. See their [website](#) for further information on GDPR and your rights.

If the use of your data changes, we will update this statement to reflect that. Regularly reviewing this information ensures you remain aware of what data we hold and use.