



Dental Examinations Secretariat Privacy Statement

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Author and Approval		
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1. Purpose

1.1 The tri-collegiate Dental Secretariat (“we, us, our”) comprised of the Royal College of Surgeons of Edinburgh, the Royal College of Surgeons of England, and the Royal College of Physicians and Surgeons of Glasgow take your data protection and rights in relation to this very seriously. This statement explains how we collect, use, and protect your information when you engage with us.

1.2 We provide support across the three colleges to all those involved in the administration, examining, and taking of our exams, namely the tri-collegiate Membership of the Faculty of Dental Surgery and Dental Specialty Fellowship Examinations.

1.3 We are committed to treating your information with respect and ensuring our processing complies with the conditions set out in data protection legislation.



1.4 Data protection in the UK is overseen by the Information Commissioner's Office and the main legislation that underpins it is the UK Data Protection Act (2018).

2. Scope

2.1 This Privacy Statement applies to all personal data processed by the Dental Secretariat in connection with the administration and delivery of the Secretariat's activities.

2.2 The scope includes all activities related to the organisation, quality assurance, regulation, and delivery of examinations across the three Colleges, as well as related communications, financial transactions, events, and operational processes.

2.3 This statement applies to all data collected directly from you, data shared with us by Royal Colleges or regulatory bodies under agreed arrangements, and any data generated through your engagement with our services.

3. Overview

3.1 This Privacy Statement explains:

- 3.1.1 What personal data we collect and why we collect it.
- 3.1.2 How we use your information and the lawful bases that allow us to do so.
- 3.1.3 What special category data we may process, and when.
- 3.1.4 How and why your data may be shared.
- 3.1.5 How we store and protect your information.
- 3.1.6 How long we retain your data.
- 3.1.7 Your data protection rights and how you can exercise them.
- 3.1.8 How to contact us or the Data Protection Officer.

3.2 Our aim is to give you a clear understanding of how your information is handled throughout your engagement with the Dental Secretariat and to ensure transparency in our operations.

4. How We Use Your Data

4.1 This statement explains how we collect and use your personal information and data. Generally, we collect and use personal information to:



- 4.1.1 Deliver our services to you and meet our legal responsibilities.
- 4.1.2 Verify your identity where this is required, including your membership of one of the three Royal Colleges and/or a statutory dental regulator such as the General Dental Council or Irish Dental Council.
- 4.1.3 Contact you by post, email or telephone.
- 4.1.4 Understand your needs and how we may be able to meet them.
- 4.1.5 Maintain our records.
- 4.1.6 Process financial transactions, including expenses, VAT, fees, etc.
- 4.1.7 Update you on our activities or events that may interest you.
- 4.1.8 Prevent and detect crime, fraud or corruption.

4.2 The table below explains how we use your personal information and the lawful basis that we rely on in doing so. Where these reasons include legitimate interests, we explain what those legitimate interests are.

What we use your information for	Our reasons	Our legitimate interest
To verify your identity where this is required.	Contractual performance Legitimate interests Legal obligations	Complying with laws and regulations that apply to us.
To provide services for the benefit of those engaging with us. To maintain a database of examiners supporting our examination activities. Corresponding with our stakeholders in respect of our examinations and exam-related activities.	Contractual performance Legitimate interests Legal obligations	To maintain up to date records concerning our examiners and candidates and their preferences.
To promote and correspond regarding examination-related activities including recruitment, training, and events.	Legitimate interests	To maintain and enhance the quality, participation and functioning of our services.



To comply with legal or regulatory requirements.	Legitimate interests Legal obligations	To be efficient about how we comply with our legal duties. To protect our reputation.
To exercise our rights set out in contracts and agreements.	Contractual performance Legitimate interests	To be efficient about how we comply with our legal and contractual duties.
To process financial transactions. To run our affairs in an efficient and proper way, including managing our financial position, business capability, planning, communications, corporate governance and audit.	Legitimate interests Legal obligations	To be efficient about how we comply with our legal duties. To comply with regulations that apply to us.
To send marketing communications to you.	Consent	
For other marketing and business development activities, including to promote events and activities that we organise or are involved with.	Consent Legitimate interests	To promote activities that further the interests of all parties.
To provide you with information that you may ask for, including bulletins and updates on our activities.	Consent Legitimate interests	To keep you updated about our activities and information that you have requested or shown interest in, and to ensure effective communication with our stakeholders.
To prevent crime and for public safety, including through the use of CCTV.	Legitimate interests	To prevent crime and for public safety, including through the use of CCTV.



		To report criminality or the suspicion of criminality for the wider benefit of society.
To register you as a visitor when you visit our premises and ensure your health and safety.	Vital interests Legitimate interests Legal obligations	To prevent crime and for public safety, including that of our employees. For the security of our premises. To facilitate incident reporting, management, and investigation. To ensure your health and safety whilst on our premises.

5. The Information We Collect

5.1 We will only collect information about you to fulfil the purposes stated above. We will only collect your information where we have a clear purpose for doing so.

5.2 When you contact us, we may ask you to provide us with certain additional information that may vary depending on the context of your enquiry.

5.3 The information that we may hold about you includes the following:

Types of personal information	Description
Identification	Name, date of birth, address
Contact	Name, email address, address, phone number
Financial	Bank details
Professional	Educational history, examination attendance and results, courses/events/activities that you have attended, details about your place of work.
Contractual	Details about payments to and from and other services that you may purchase from us.



Consents	Any permissions, consents or preferences that you give us.
Other	College membership details. Regulatory information, e.g. GDC/IDC membership numbers. Dietary information. Photographic imagery of our events, including photos of individual participants at our events and activities.
Special category data	Some types of personal information are defined as special, and we will only collect and use this if you consent to providing this. A primary example of when we collect this with your consent would be for the purposes of implementing reasonable adjustments in the examination process. This includes: Age Disability Gender Racial or ethnic origin Religious or philosophical beliefs Sexual orientation

6. Special Category Data

6.1 It is always up to you whether you share any special category data with us. We recognise that you may choose to share sensitive data with us if it is relevant to your enquiry. We may also ask you to provide special category data where this is relevant to your enquiry. Our staff will only ask for this information where necessary and in line with one or more of the purposes detailed above and to provide you with our service.

7. How We Collect Your Data

7.1 We collect data about you in three ways:

7.1.1 Directly from you

7.1.2 From another body, including Royal Colleges, where there is an intercollegiate agreement to provide services, or from another organisation with whom we have a data sharing agreement in place.

7.1.3 From another professional body, e.g. the General Dental Council where this is required for the purposes detailed above and to deliver our services to you.

8. Organisational Development

8.1 We process your data for monitoring and statistical purposes to support business development. At this point any demographic data is anonymised, so you can't be directly identified from it. We use this to look at emergent trends and patterns and who is engaging with our work so that we can focus on enhancing and delivering our services in the best possible way. The statistical data and reports we produce do not identify you.

9. Our Legal Basis to Process Your Data

9.1 Under the UK Data Protection Act (2018), the lawful bases we rely on for processing your data are:

9.1.1 Consent: in specific situations we will ask for your consent to process your data, for example in order to provide you with updates or marketing materials related to our services.

9.1.2 Legal obligation: in certain circumstances we may have a legal obligation to process your data. This will apply in exceptional circumstances where we may be required by law to pass on or disclose information about you.

9.1.3 Vital interests: where information is required for the protection of life, including for health and safety purposes.

9.1.4 Contractual performance: in situations where we need to process your data to enter into, or carry out, a contract with you. This includes handling the information required to provide you with the services you have requested. Without this processing, we would be unable to meet our contractual responsibilities.



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9.1.5 Legitimate interest: where we understand that you would reasonably expect us to process your data when you contact us. The processing we carry out enables us to provide you with our services. We use your information in a way that might reasonably be expected to deliver our service.

10. Sharing Your Data and Disclosure to Others

10.1 In general, we will not share your information outside of the Dental Secretariat without your direct consent unless where required for the lawful purpose of performing a public task, including in relation to criminal and terrorist activity and adults at risk and child protection.

11. Data Security

11.1 Your data is always stored securely, and the Dental Secretariat will take robust technical, physical and organisational measures to ensure that it is held securely and safeguarded from destruction, loss, unauthorised access and disclosure.

12. Data Retention

12.1 Personal information will only be held on our systems for as long as it is required and will be destroyed or erased in line with our data retention schedule. Different categories of personal information will be retained for different periods of time.

12.2 We have a duty to retain information including personal information relating to data users and data subjects for a period of time following their departure or cessation of engagement with us. This is mainly for statutory and legal reasons, but also for other purposes including providing references or for financial reasons.

13. Your Data Rights

13.1 Under data protection law, you have the following rights:

13.1.1 Access to your information: you have the right to ask us for a copy of the information that we hold about you.

13.1.2 Correction of your information: you have the right to ask us to correct personal information we hold about you that is inaccurate or to complete information that you believe is incomplete.



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13.1.3 Objection to how we use your information: you have the right to object to the processing of your personal information in certain circumstances, including for direct marketing purposes. Where we use your information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that information unless there are overriding legitimate grounds to continue.

13.1.4 Restricting how we use your information: you have the right to ask us to restrict the processing of your personal information in certain circumstances. This may apply, for example, where there is no basis for us to use your information but you do not wish us to delete it.

13.1.5 Withdrawing consent to use your information: you have the right to withdraw your consent for us to use your information where consent is the basis on which we use it.

13.1.6 Automated processing: you have the right to ask us not to make decisions about you based solely on automated processing where those decisions produce a legal or similarly significant effect. If any decision about you is made without human involvement, you can request human review or ask us to explain the decision.

13.1.7 Deletion of your information: you have the right to ask us to delete your personal information in certain circumstances. This includes situations where the information is no longer needed for the purpose for which it was collected, where you have withdrawn consent, or where you object to our processing and there is no overriding reason for us to continue.

13.2 Requests to exercise any of these rights can be submitted using the contact details provided below.

13.3 Please provide the reasons for your request. There is no charge for exercising your rights. If you make a request, we have one calendar month to respond to you.

14. How to Contact Us

If you have any questions about the handling of your information, please get in touch:

General queries: info@dsfe.org.uk

Dental Secretariat Data Protection Officer: gdpr@rcpsg.ac.uk





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For more information on your data protection rights, please visit the Information Commissioner's Office website at www.ico.org.uk or call 0303 123 1113.

