

SCHEDULE 1

Declaration of Interests Statement

Name: Brian Sites, MD

Position: EIC Regional Anesthesia & Pain Medicine

I have read and understood the [BMJ's policy on declaration of interests](#) and declare the following:

None

Date: 3/8/21

SCHEDULE 2

BMJ CONTRACTOR PRIVACY NOTICE

This Privacy Notice (**Notice**) explains how BMJ Publishing Group Limited, a company registered in England (company number 3102371) with its registered office at BMJ, BMA House, Tavistock Square, London, WC1H 9JR (**BMJ, we, our, us**), processes the personal data of individuals with whom we engage on an independent contractor/consultant basis.

For the purposes of any applicable data protection laws in England and Wales, including the EU General Data Protection Regulation 2016/679 (GDPR), BMJ is the data controller of your personal data. If you have any questions about your rights or how your personal data is used by us, you should contact the Data Protection Officer using the details below:

- Post – Data Protection Officer
- Address – BMJ, BMA House, Tavistock Square, London, WC1H 9JR
- Email – dataprotectionofficer@bmj.com
- Telephone – 0203 665 5948

How we collect your personal data

We will collect your personal data in a number of ways, for example:

- from the information that you (or your company) provide to us before any services are performed, for example when you come for an initial meeting to discuss your services;
- when you (or your company) provide your personal data to us in correspondence or forms, for example where our human resources department or IT provider requires your personal information for administration purposes in relation to the services to be performed;
- from third parties, such as your previous or current clients, and other individuals and organisations in the industry to which your services relate, in order to verify details about you;
- during the course of your engagement with us and in the course of fulfilling the contracted services more generally;
- in various other ways as you interact with us during the time you are engaged with us, and afterwards, where relevant, for the various purposes set out below.

The categories of personal data we collect

In the ways explained above, we will collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

- contact and communications information, including:
 - your contact details, including email address(es), telephone numbers and postal address(es);
 - contact details for your family members and 'next of kin', in which case you confirm that you have the right to pass this information to us for use by us in accordance with this Notice ;
- records of communications and interactions we have had with you;
 - biographical, educational and social information, including:
 - your name, title, gender, nationality and date of birth;
 - your image and likeness, including as captured by our CCTV and in photographs taken for business purposes;
 - details of your education and references from the educational establishments which you have attended;
 - lifestyle information and social circumstances;
 - your interests and extra-curricular activities;
- financial information, including:
 - your bank account number(s), name(s) and sort code(s) (used for paying your salary and processing other payments);
 - your tax status;
- work related information, including:
 - details of your company and your role within your company (where applicable);
 - details of your work history and references from your previous clients, employer(s) or other individuals and organisations in the industry to which your services relate;
 - any disciplinary incidents that occur during your engagement with us;
 - your personal data captured in the product(s) you create while engaged by us;
 - details of your professional activities and interests;
 - your involvement with and membership of industry bodies and professional associations;
 - information about your professional life after leaving us, where relevant (for example, where you have asked us to keep in touch with you).

We may also collect special categories of data, including:

- BMA membership (where applicable);
- information concerning your health and medical conditions (for example, where required to make reasonable adjustments to your working conditions or environment);
- information concerning your racial or ethnic origin, religious beliefs, sex life or sexual orientation (for example, in the course of investigating complaints made by you or others, for example concerning discrimination); and
- information about certain criminal convictions (for example, where this is necessary for due diligence purposes, compliance with our legal obligations or employment law).

The basis for processing your data, how we use that data and with whom we share that data

(i) Performance of a contract with you

We process your personal data because it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract, such as your engagement with us. In this respect, we use your personal data for the following:

- in considering whether to engage you and, where relevant, negotiating and entering a contract with you;
- providing you with information about us (most obviously in the course of performing the contracted services);
- once you are engaged by us in any capacity, for the performance of the agreement between you and us;
- promoting our services to clients and others, including by publishing the work product(s) you create while engaged to provide services for us;
- for disciplinary purposes, including conducting investigations where required;
- for other administrative purposes, for example to update you about changes to our arrangement with you;
- for internal record-keeping, including the management of any staff or client feedback or complaints.

In situations where the contract relating to your engagement to work for us is between us and a third party (for example, a service company which employs you) the processing of your personal data outlined in (i) above will be based instead on the grounds listed below at (ii).

(ii) Legitimate Interests

We process your personal data because it is necessary for our or a third party's legitimate interests. Our "legitimate interests" include our commercial interests in operating our business in a professional, sustainable manner, in accordance with all relevant legal requirements. In this respect, we use your personal data for the following:

- carrying out due diligence checks on you, including by checking references in relation to you and your company;
- monitoring the quality of the services you perform for BMJ;
- for security purposes, including by operating security cameras in various locations at BMJ's premises;
- in connection with organising events and social engagements for staff, clients and contractors;
- making travel arrangements on your behalf, where required;
- publishing your image and likeness in connection with your engagement with us;

(iii) Legal Obligations

We also process your personal data for our compliance with our legal obligations. In this respect, we use your personal data for the following:

- to meet our compliance and legal duties, such as compliance with audit and tax reporting requirements including transferring personal data to HM Revenue and Customs to ensure that you have paid appropriate amounts of tax, and in respect of any Gift Aid claims, where relevant;
- to exercise or perform any right or obligation conferred or imposed by law in connection with the employment or the engagement by us of individuals to work for us;
- for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

(iv) Special categories of data

We process special categories of personal data (such as data concerning health, racial or ethnic origin, sex life or sexual orientation or criminal convictions). We need your explicit consent to process these special categories of your personal data - please see the Appendix for the appropriate consent form and for a note on why we process this data.

We will also process special categories of personal data because:

- it is necessary to protect your or another person's vital interests, for example, where you have a life-threatening accident or illness in the workplace and we have to process your personal data in order to ensure you receive appropriate medical attention; or
- it is necessary for the establishment, exercise or defence of legal claims, for example, to protect and defend our rights, and/or the rights of our clients.

Sharing your information with others

For the purposes referred to in this Notice, and relying on the bases for processing as set out above, we will share your personal data with certain third parties, including:

- our employees, clients, agents or contractors where there is a legitimate reason for their receiving the information, including third parties where we have engaged them to process data on our behalf such as:
 - our bank to whom we submit payment details in relation to your salary;

- our IT service providers;
- external auditors;
- our advisers where it is necessary for us to obtain their advice or assistance;
- third parties and their advisers where those third parties are acquiring or considering acquiring all or part of our business;
- a potential or future employer where they have requested a reference, or details of your work history, from us;
- a Court, government body, law enforcement agency or other authority (for example, HM Revenue) when we are required to do so.

International transfers of data

When sharing your personal data with third parties as set out in this Privacy Notice, some of those third parties may be located outside the European Economic Area (EEA). In these circumstances, your personal data will only be transferred on one of the following bases:

- the transfer is to a recipient that has entered into European Commission standard contractual clauses with us (or has signed up to an approved certification mechanism, such as Privacy Shield);
- the transfer is subject to an Adequacy Decision made by the European Commission; or
- you have explicitly consented to the transfer.

If you wish to find out more about the transfer by us of your data outside the EEA, then please contact the Data Protection Officer using any of the contact details set out above.

How long your information is kept

We will retain your personal data for as long as you are employed by us, and for as long as is required for legal, regulatory, fraud prevention and our legitimate business purposes after the termination of your employment with us.

In particular:

- in relation to personal data relating to the provision of services, we will retain that data for a period of seven years after you or your company have ceased to provide these services to us in case any legal claims arise out of the provision of those services; and
- in relation to CCTV images taken when you attend our premises, we will retain these for a few months.

Your rights under data protection legislation

You have the following rights:

- To obtain access to, and copies of, the personal data we hold about you;
- to require us not to send you marketing communications;
- to request that we erase your personal data;
- to request that we restrict our data processing activities in relation to your personal data;
- to receive from us the personal data we hold about you, which you have provided to us, in a reasonable format specified by you, including for the purpose of transmitting that personal data to another data controller; and
- to require us to correct the personal data we hold about you if it is incorrect.

Please note that the above rights are not absolute, and requests may be refused where exceptions apply.

To initiate this process please contact our Customer Services team, and they will record the immediate information we need and this will be followed up by our data Protection Officer.

If you are not satisfied with how your personal data is used by BMJ you can make a complaint to the Information Commissioner (www.ico.org.uk).