



Privacy Notice – External Review

2 August 2021

Under its Royal Charter, the Royal Institution of Chartered Surveyors (“RICS”) is responsible for maintaining and promoting the usefulness of the profession for the public advantage in the United Kingdom and in any other part of the world. As a global professional body RICS promotes and enforces the highest international standards in the valuation, management and development of land, real estate, construction and infrastructure. This is reflected in its objective to be trusted by its stakeholders and society.

The Governing Council of RICS has appointed Alison Levitt QC (referred to in this Notice as the Independent Reviewer) of 2 Hare Court, with the assistance of Christopher Foulkes of 2 Hare Court and Kingsley Napley LLP solicitors to conduct an Independent External Review in respect of the issues raised at RICS in 2018 and 2019 following the commissioning by the RICS Audit Committee of a treasury management audit (“the External Review”). The scope of the External Review is set out in the Terms of Reference.

This Privacy Notice explains how RICS will share information, including personal information, with the Independent Reviewer, how the outcomes of the External Review will be published and how you can exercise your privacy rights, where applicable. If you have any questions or concerns about our use of your personal information, then please contact us using the contact details provided at the bottom of this Privacy Notice.

What personal information will be processed for the purposes of the External Review?

RICS holds documents which are relevant to the subject matter of the External Review.

As part of the External Review, RICS will share information which it holds, including personal information, with the Independent Reviewer in order that she can undertake her review into the matters set out in the Terms of Reference.

The Independent Reviewer will ask RICS to provide copies of relevant documents held by RICS.

Provided that the requested documents are within the power, custody, possession, or control of RICS, we will provide them to the Independent Reviewer either in hard copy or electronic form via a secure IT route.

If the Independent Reviewer wishes to meet remotely with current and former employees, contractors, and non-executives, she will notify them directly. RICS will not be informed of, or have any access to, the interviews.

How will the Independent Reviewer process my personal information?

Once your personal information is shared with the Independent Reviewer, she is responsible for exercising professional judgement over the collection and processing of any documents which contain your personal information.

As such, the Independent Reviewer is also responsible for explaining to you how she will use, hold and store the information we share with her. Further details can be found in the Privacy Notice available on this webpage.

Publication of personal information in the context of the External Review

Upon receipt of the Report from the Independent Reviewer, RICS Governing Council will review the Report and decide the extent to which the findings and/or recommendations and/or Report are to be published.

Legal basis for processing personal information

The primary legal basis relied on for lawful processing of personal information by RICS for the purposes of the External Review is RICS legitimate interests, including;

- the ability of the Independent Reviewer to examine and to produce an evidence-based, balanced analysis of the matters relating to the Terms of Reference;
- the ability of RICS to review the Report and decide the extent to which the findings and/or recommendations and/or full Report are to be published;
- the public interest in being open and transparent in relation to matters in the public domain; and
- wider benefits to society as whole of having a strong, credible professional body.

We will only share or publish personal information where we believe our interests do not override your right to privacy.

You can object to processing of your personal information or ask us to restrict processing of your personal information. Further details are under the **“Your data protection rights”** heading below.

Sharing of personal information with other parties

Personal information may be shared with other individuals or organisations who are taking part in the Independent External Review and may ultimately be published in the final report. Personal information may also be shared with the following groups of individuals:

- Members of Governing Council for the purpose of reviewing the finds and making a recommendation to Governing Council on the Review outcomes;
- Anyone whose personal information appears in the report will be given an opportunity to comment on their personal information;
- Third party processors (such as providers of transcription services);
- The public via published reports; and
- Any competent law enforcement body, regulatory, government agency, court or other third party where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights, or (iii) to protect your vital interests or those of any other person.

International Transfers

Information will primarily be processed in the United Kingdom. Where it is necessary for your personal information to be transferred outside of the United Kingdom, we will ensure that appropriate technical and contractual safeguards are in place.

Data retention

RICS will retain copies of the documents it shares with the Independent Reviewer for 5 years. The original documents will be held in line with our existing data retention standards. If you require additional information on these, please contact us using the contact details provided at the bottom of this Privacy Notice.

Your data protection rights

You have the following data protection rights in relation to your personal information:

- You can contact us at any time using the contact details provided under the “**How to contact us**” heading below, to **access, correct, update or request deletion** of your personal information. These rights are not absolute and only apply in certain circumstances.



- In addition, you can **object to processing** of your personal information, or ask us to **restrict processing** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided under the “**How to contact us**” heading below. We may be able to continue processing if RICS can show that it has a compelling reason for doing so.
- You have the **right to complain to a data protection authority** about our collection and use of your personal information. In the UK, please contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113. Email: Casework@ico.org.uk. For other national data protection authorities, please contact us using the contact details provided under the “**How to contact us**” heading below.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

How to contact us

If you have any questions or concerns about our use of your personal information, please contact our Privacy Team by email at privacy@rics.org.