

# Department of Health and Social Care



Date 03 March 2023 – Privacy Notice

## Registration under the Medicines Act 2003

Under the [Medicines Act 2003](#), all persons or bodies corporate who are manufacturing, distributing and selling or supplying medicinal products are required to register with us, unless an exemption applies.

We hold, maintain and publish the following registers:

- Register of Manufacturers
- Register of Wholesale Dealers (distributors)
- Register of Pharmacy Premises.

If you are a person or body corporate who imports medicinal products or places medicinal products on the market, you are also required to obtain a license issued under the Act from us to permit you to carry out this activity. Any information processed to enable the issue of licences is dealt with in the same way as for registration under the Act.

## How to register with us

You can submit a new registration at any time during the year.

## Renewal of Registration

Each year we will review the existing register and we will send out a renewal form to all those currently registered with an invoice for payment of [annual fees](#) and you will have 30 days to complete the form and make your payment.

## Your information that may be collected

The information we collect and process will be used for:

- administration of the registration and renewal process;
- communicating between the Department and the registered individual or body corporate;
- arranging for any inspection of the registered premises;
- ensuring compliance with the requirements of the legislation.

So that we can process your new registration or renewal of an existing registration, the following information is required:

- The name of the individual or body corporate who wishes to register;
- The business and / or trading name;
- The name of the responsible person;
- The professional and/or educational qualifications of the responsible person;
- The address of the premises which are to be registered;
- The name or the persons responsible for each of the premises registered;
- The professional and/ or educational qualifications of the person responsible for each registered premises;
- A description of the type of activity to be carried out by the registered individual or corporate body;
- The contact details for the registered person or body corporate e.g. telephone and/or email

#### Payment information

We will ask our processor, Treasury, to raise invoices and process your payment on our behalf. To do that we will need to share some of the information provided during the registration process, such as the name of the individual or body corporate, the business address and what the invoice is for. We will only share the minimum amount of information required for them to carry out this task.

Once you have completed the renewal form and submitted your payment, Treasury will notify us to confirm the payment has been received and we will continue the registration process. We do not hold any of your banking or payment information such as bank details or any other personal information relating to payments.

### **Information published by the Department**

When the registration or renewal process is complete, we will update and publish a register as required by the Act. The Register contains:

- The business name of the registered individual or body corporate;
- The name of the responsible person for the business;
- Address of the registered premises;
- A description of the type of activity to be carried out by the registered individual or corporate body;
- Name of the person responsible for each premises;
- The business contact telephone number of the registered individual or body corporate;

### **How long we will keep your information for**

We will keep the information you have provided as part of the registration process for ten years. Once Treasury have confirmed your payment has been processed, we will securely destroy our copy of your invoice.

For invoices issued by the Treasury for fees paid for the registration of pharmacy premises these will be held in line with their [Privacy Notice and retention policy](#).

## **Freedom of information**

Sometimes the Department may need to disclose information under the laws covering access to information such as to requests for information made under the Freedom of Information Act. We can only disclose identifiable personal information where it is lawful, fair and in the public interest to do so.

## **Your rights**

If you have any questions about how we process your personal information, you can speak to our Data Protection Officer regarding your rights.

Email: [DPO-DHSC@gov.im](mailto:DPO-DHSC@gov.im)

Phone: +44 1624 685013

### **In writing to:**

Data Protection Officer, Department of Health and Social Care, 1st Floor Belgravia House, Circular Road, Douglas, IM1 1AE

Details of rights under the data protection legislation can be found in our general privacy notice at [DHSC Privacy Notice](#)