

## **BSPD privacy policy**

The British Society for Paediatric Dermatology is committed to protecting your privacy and security.

This privacy policy explains how and why we use your personal data and is intended to help ensure that you remain informed and in control of your information.

### **1. About us**

The British Society of Paediatric Dermatology is a Special Interest Group of the British Association of Dermatologists and promotes the practice, teaching, training and research of paediatric dermatology.

As a not-for-profit Society the BSPD is entitled to process data “for the purposes of establishing or maintaining membership or support for a body or association not established or conducted for profit, or providing or administering activities for individuals who are members of the body or association or have regular contact with it.”

### **2. Your Personal Data**

We collect “personal data”, which is information that identifies a living person, or which can be identified as relating to a living person.

#### **3. Personal data we hold**

##### **3.1. Personal data you provide**

We collect your data either when you apply for BSPD membership, register for an event or contact us through the BAD via email or telephone. By agreeing to become a member with the BSPD you are entering a legitimate interest basis for data processing. We collect the following:

- Personal details such as name, gender, nationality, date of birth, email, home addresses, telephone numbers
- Professional details such as your job title, hospital address, GMC number, GMC status, NTN number
- Financial information such as direct debit details.

##### **3.2. Personal data generated by your involvement with the BSPD/BAD**

- BSPD membership details such as your membership category, subscription status, subscription history
- Tracked email correspondence with yourself is stored on your contact record on our database via the BAD Membership Department.

### **4. How we use your personal data**

#### **4.1. General use and administration**

We process your personal data to enable us to run our operations and manage our relationship with you effectively, lawfully and appropriately. We may use your information to:

- Process membership subscriptions
- Maintain and update our membership database accurately
- Send you communications which you have requested and that may be of interest to you via our e-newsletter or ad hoc alerts. These relate to information about paediatric dermatology and may include information about our campaigns or services.

### **5. Disclosing and sharing your personal data**

We do not sell your information to third parties.

We do not share your information with third parties for marketing purposes.

#### **5.1. Provide services**

We do have third party service providers working on our behalf. For the purposes of completing tasks and providing services to you the BAD may pass on your information to our third-party providers such as our direct debit providers, and BACS. When we disclose your information to these providers we ensure that only the necessary information needed to complete the service they are carrying out is disclosed. The BAD has a contract with each third party that means they must keep your information secure.

## 5.2 Information shared with the BAD

The BAD administers the membership of the BSPD, including handling applications, subscription payments, general membership enquiries and data updates such as change of personal details. All data is stored on the BAD database. All membership applications are made via the BAD website. The BAD shares your data with the BSPD as part of the application process, as it is necessary to review your application and offer approval so the BAD may process your application.

## 6. Data security

### 6.1. Protection

The BAD employ a variety of physical and technical measures to protect information we hold and to prevent unauthorised access to, or use or disclosure of your personal data.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Staff receive data protection training and we maintain a set of data protection procedures which our staff are required to follow when handling personal data.

### 6.2. Payment security

All electronic forms that ask you for your financial data will use the Secure Sockets Layer (SSL) protocol to encrypt the data between your browser and our servers.

If you use a payment card to pay for membership or to purchase something from the BAD on-line, the BAD will pass your payment card details securely to their payment provider. The BAD comply with the payment card industry data security standard (PCI-DSS) published by the PCI Security Standards Council.

## 7. Storing your personal data

### 7.1. Where we store data

The BAD and BSPD are wholly based in the UK and store data within the European Economic Area.

### 7.2. Retention of your personal data

The BSPD (via the BAD) will only retain your personal data for as long as it is required for the purposes for which we collected it (e.g. we have a genuine and legitimate reason and we're not harming any of your rights and interests). We continually review what information we hold and will delete personal data which is no longer required.

## 8. Control of your personal data

### 8.1. Your rights

We want to ensure you remain in control of your personal data and that you understand your legal rights, which are:

- the right to know whether we hold your personal data and, if we do so, to be sent a copy of the personal data that we hold about you (a "subject access request") within one month;
- the right to have your personal data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate personal data rectified;
- (where technically feasible) the right to be given a copy of personal data that you have provided to us (and which we process automatically on the basis of your consent or the performance of a contract) in a common electronic format for your re-use.

There are some exceptions to the rights above and, although we will always try to respond to any instructions you may give us about our handling of your personal information, there may be situations where we are unable to meet your requirements in full.

## 8.2. Complaints

Should you have a complaint about how we have used ('processed') your personal data, you can complain to us directly by contacting the BAD Data Protection Officer in the first instance.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

## 9. Website

Our website contain links to other external websites. We are not responsible for the content or functionality of any such websites. If a third party website requests personal data from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by this privacy policy. We suggest you read the privacy notice of any other website before providing any personal information.

## 10. Changes to this privacy policy

This privacy policy is subject to amendment to ensure it remains up to date and reflects how and why we use your personal data. The latest version will always be visible on our website.