



British Society of Paediatric Gastroenterology Hepatology and Nutrition

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Website: www.bspghan.org.uk

25th June 2018

BSPGHAN PRIVACY POLICY 2018

BSPGHAN is committed to protecting and respecting your privacy. We adhere to the Privacy Policy (the "Policy") together with any disclaimers set out the basis on which any personal data we collect from you or that you provide to us, or that is provided to us relating to you ("Data") by any means will be processed. Please read the following carefully to understand our use of personal data. Please note that the Policy relates only to living individuals in relation to personal data relating directly to themselves, and not to persons in any other capacity. The society holds the data of people who have chosen to become members of the society or to participate in BSPGHAN related activities. Members receive certain benefits as a result, and personal data is used only in relation to these benefits and are not passed to any other people or organisations not involved in the execution of these. This is also true for non-members who participate in BSPGHAN related events, with data used only for the specific purpose for which it was given.

What data do we collect?

We collect names, professional titles, gender, date of birth, email addresses, addresses, telephone numbers, places of work and photographs. This is done mostly through submission of Membership applications and applications for BSPGHAN related activities.

Security and where we store your data

All personal data are stored on a secure electronic content management system. Where possible and practical, we try to avoid holding any physical copies of data at all. Where we do hold physical copies, these are stored and destroyed securely.

Uses made of your personal data

We use your personal data that we hold: – In the legitimate interest of membership benefits (newsletter mailing, Annual Meeting information and registration, voting rights, dissemination of scientific and research related information). – In the planning of educational events and other BSPGHAN related activities. – To comply with legislation.

Your rights

As an individual, under EU law you have certain rights to apply to us to provide information or make amendments to how we process data relating to you. These rights apply in certain circumstances and are set out below: – The right to access data relating to you ('access

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Assistant Administrator: Ms Samantha Goult, e-mail sam@bspghan.org.uk

right'). – The right to rectify/correct data relating to you ('right to rectification'). – The right to object to processing of data relating to you ('right to object').

– The right to restrict the processing of data relating to you ('right to restriction'). – The right to erase/delete data relating to you (i.e. the "right to erasure"). – The right to 'port' certain data relating to you from one organisation to another ('right to data portability').

How to get copies of or amend the information we have collected

You may request details of personal information which we hold about you. If you would like a copy of the information held on you, please contact us at carla@bspghan.org.uk or sam@bspghan.org.uk. If you think any information we have about you is incorrect or incomplete, please email us and we will correct or update any information as soon as possible. You can, in accordance with your rights as mentioned above, request your data to be erased or you can restrict the processing of data related to you by contacting us at carla@bspghan.org.uk or sam@bspghan.org.uk

Data Retention Period

For our Members, your data is stored until you leave the society, or have been disbarred. For non-members who have participated in BSPGHAN related events, information is kept until it is deemed unnecessary, at which point it will be removed. We will only store data for reasons pertaining to historical analysis and will not use it for contact purposes or pass it to third parties.

Changes to this policy

We reserve the right to change this Policy from time to time in our sole discretion. If we make any changes, we will post those changes on our website so that you can see what information we gather, how we use that information and in what circumstances we may disclose it.

Complaints

If you would like to lodge a complaint about any of the BSPGHAN privacy policies or how BSPGHAN controls your data, please contact us at carla@bspghan.org.uk or sam@bspghan.org.uk

Responses will be given within 28 days.