

# **BRIGHTON & SUSSEX MEDICO-CHIRURGICAL SOCIETY**

## **PRIVACY POLICY**

Brighton & Sussex Medico-Chirurgical Society (hereafter 'the Med-Chi') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual. This notice should be read in conjunction with our Data Protection Policy.

### **What Personal Information Do We Collect?**

When you express an interest in becoming a member of the Med-Chi you will be asked to provide certain information. This includes or can include:

Title  
Name  
Department/Practice/Organisation  
Correspondence address  
Mobile number  
Email  
Subscription preferences

### **How Do We Collect This Personal Information?**

All the information collected is obtained directly from you. This is usually at the point of your initial registration of our monthly meetings and/or application for membership. The information will be collected via membership forms or online registration forms, or in the course of communications between you and us (including by phone, email or otherwise).

### **How Do We Use Your Personal Information?**

The lawful basis for obtaining and processing member information is the Legitimate Interest of the Brighton & Sussex Medico-Chirurgical Society. In addition, members will be asked to provide consent for other specific processing purposes. Appropriate use of information provided by members will include:

1. Communicating with members about the Med-Chi's events and activities.
2. Communicating with members about other Med-Chi related events and activities.
3. Communicating with members about other third-party organisations which are charitable, educational or non-profit making organisations
4. Communicating with members about their membership and/or renewal of their membership.
5. Communicating with members about specific issues that may have arisen during the course of their membership.
6. To share and use your details in connection with any meetings, events and social or other outings you attend as part of a Med-Chi activity.
7. To monitor develop or improve the activities provided by the Med-Chi.
8. For administration, planning or management of the Med-Chi.
9. For use in spam traps and other cyber security measures to protect our computer systems.

## **Non-members**

If you are not a member of the Med-Chi but have need to contact us and provide us personal information, we will store and use your information to and until we resolve the matter with you.

## **Who Do We Share Your Personal Information With?**

We may disclose information about you, including your personal information:

- **Internally** – to Council members as required to facilitate your participation in our Med-Chi activities and to facilitate the management of the Med-Chi and develop and improve its activities.
- **Externally** – where we use an external membership management system, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- If we have a **statutory duty** to disclose it for other legal and regulatory reasons. Where we need to share your information outside of the Med-Chi we will seek your permission and inform you with whom we will share the information and for what purpose. Except when it is in the Legitimate Interest of the Med-Chi or we are legally required to do so.

## **How Long Do We Keep Your Personal Information?**

We need to keep your information so that we can provide our services to you. In most instances information about your membership will be stored for as long as you remain a member but will not be stored for longer than 18 months following termination of your membership. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the previous member will be informed as to how long the information will be held for and when it is deleted.

## **How Your Information Can Be Updated or Corrected**

To ensure the information we hold is accurate and up to date, members are required to inform the Med-Chi as to any changes to their personal information. You can do this by bringing the details to a monthly meeting or contacting the Secretary at any time.

Should you wish to view the information that the Med-Chi holds on you, you can make this request by contacting the Secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. We will usually respond within 14 days of the request being made.

## **How Do We Store Your Personal Information?**

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Your membership information is held on a database, in spreadsheets or in lists and accessed by staff members as appropriate.

## **Web Based Registration Form for Regular Meetings**

We use a web-based registration form for our regular meetings. The online registration form may record the name, email address, and organisation entered, for all users, when a registration form is submitted via the website. We may store and use this information for up to 90 days.

## **Information About Third Parties**

In the course of us communicating with you, you may provide us with personal data relating to third parties. We will use this personal data in accordance with this Privacy Policy. When you are providing personal data to us relating to a third party, you will confirm that you have the consent of the third party to share such personal data with us.

## **Availability And Changes to This Policy**

This policy is available on the Brighton & Sussex Medico-Chirurgical Society website. This policy may change from time to time. If we make any material changes, we will make members aware of this via email, our regular monthly meetings, annual general meeting or our website.

## **Contact**

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us through our Secretary.

## **Right to complain to the relevant data protection authority**

You have the right to complain to the relevant data protection authority, which is currently the Information Commissioner's Office (ICO), where you think we have not used your personal data in accordance with data protection law. The ICO's contact details are:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Version No.	Date	Approved by	Approved on	Next Review
1	February 2025	Council, Brighton & Sussex Medico- Chirurgical Society	February 2025	February 2027