

PCRS-UK Privacy Policy

For members, those registering for and attending events, affiliated group leaders and others interacting with the Society

About this document

This privacy notice explains how the Primary Care Respiratory Society UK ("we", "our", "us") collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of members, those registering for and attending the PCRS-UK conference (and other events) and anyone else with an interest in respiratory care in a primary or community care setting who interacts with the Society (together, "you", "your").

This policy does not cover how we use your data to analyse use of our website. This is covered in our cookies statement see <https://pcrs-uk.org/cookies>

Primary Care Respiratory Society UK is a charitable company (charity registration number 1098117 and company number 04298947). Our registered office is at Miria House, 1683b High Street, Knowle, Solihull, England, B93 0LL.

This Privacy Policy was last updated on *14 May 2018*. We may update this Privacy Policy from time to time, so please do check the updated policy on a regular basis. If we make any significant changes (for example, about the purposes for processing your personal information) we will provide you with an updated version of the Privacy Policy.

How we collect your information

We collect your personal data in a number of ways:

- From the information you provide to us when you join as member, register for the PCRS-UK conference or apply to join a committee
- When you communicate with us by telephone, email or via our website, for example to make enquiries about membership or an event
- From publicly available sources of data for example to verify your professional qualifications or NHS organization or area you work in
- Through your interactions with us

The types of information we collect

We collect the following types of personal data about you:

- contact and communications information, including:
 - your personal and work contact details (including email address(es), telephone numbers and postal address(es);
 - your communication preferences;
 - records of communications and interactions we have had with you;
- biographical and professional qualifications, including:
 - your name, title,
 - details of your education and professional qualifications;
 - your image and likeness including as captured in photographs captured for PCRS-UK business purposes;
 - type of organisation/setting you work in;
 - details of your professional activities including positions/roles you hold;
 - information you have publicly shared on social media;
 - information concerning your engagement with us, including attendance at our events, responses to surveys, participation on working groups, membership of committees, activities such as representing the Society or speaking or writing work undertaken for the Society etc;

- employment / professional related references;
- your internet protocol or IP address
- Other personal and sensitive information including:
 - dietary requirements and other special needs relevant to attendance at events or services purchased or requested from us (e.g. large print, levelled access);
 - criminal convictions and offences, which may affect your eligibility for membership and to participate in PCRS-UK activities ;
 - professional misconduct and actions brought by your professional regulatory body that are in the public domain;
 - employment or any financial interests in the tobacco industry, pharmaceutical industry or any agency working for the pharmaceutical industry (which you provide via your membership application)
- financial information, including:
 - Your bank account number, name and sort code (used for processing Direct Debits payment for events, payment of fees and reimbursement of expenses for committee members);
 - Details of financial transactions, for example membership fees, conference registration
 - Gift Aid declaration information, where relevant (for example, if you choose to make donations to the Society);

If we lose touch with you over time, we may use external sources to ensure that our contact details for you are up to date, allowing us to continue to communicate with you about membership (and provide your membership benefits. If you do not wish the Society to do this for you, please contact info@pcrs-uk.org

The basis for processing your information and how we use it

We may process your personal data because it is necessary for the performance of your **membership, event or other contract** with you (or in order to take steps at your request prior to entering into a contract). In this respect, we use your personal data for the following:

- to interact with you before or after you join as member or register for an event for example, to answer any questions you have
- Operating our member's directory and affiliated groups
- when you submit an application for formal membership or to join a committee, in order to assess your eligibility
- to deal with any concerns or feedback you may have
- for any other purpose related to any contract (eg membership or event) we have with you and for which you provide us with your personal data

We may also process your personal data because it is necessary for our or a third party's **legitimate interests**. Our "legitimate interests" include our charitable objectives. In this respect, we may use your personal data for the following:

- To monitor and evaluate the performance and effectiveness of our activities
- To keep you informed (by letter, telephone, email and other electronic means) of news and information about our events, activities and details of opportunities to get further involved with the Society in accordance with your communication preferences and subject to having your consent for being contacted by electronic means
- To ensure that our communications are relevant to you and your interests and to assess your likely ability to contribute to the Society

- Administrative purposes, for example in connection with your membership or an event you have registered for or attended
- Publishing stories and news items about our members work and other achievements on our website (www.pcrs-uk.org) and in electronic and printed publications
- Conducting surveys, focus groups and other research
- Internal record-keeping, including the management of any feedback or complaints.

We may also process your personal data for our compliance with our **legal obligations**. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with the Companies Act, anti-money laundering laws and tax reporting requirements
- for the prevention and detection of crime
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities

We may also process your personal data where:

- it is necessary for the establishment, exercise or defense of legal claims (for example, to protect and defend our rights or property, and/or the rights or property of our members)
- we have your specific or, where necessary, explicit consent to do so

In particular, with your consent, we may process your personal data to provide you with information about our events, activities and details of opportunities to get further involved with the Society, for example, by sending you updates, newsletters, membership emails and news alerts. We may send you these communications by electronic means (meaning, principally by email) only with your specific consent. If you do not wish to receive such information, you can opt out of any emails using the links in the message. Alternately, if you wish to receive this information only by certain means of communication, you can update your communication preferences at <https://pcrs-uk.org/user/login?destination=node/7794> or email info@pcrs-uk.org now or at any time in the future, and your details will be updated.

Sharing your information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data to a variety of recipients including:

- our employees, agents and contractors where there is a legitimate reason for their receiving the information, including third parties where we have engaged them to process data on our behalf as part of administering our membership system or events
- internal and external auditors
- when the Society is legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction), for example by the Charity Commission

We do not sell your personal data to other organisations.

International data transfers

As a matter of course, we do not transfer your personal data outside of the European Economic Area. We may, however, transfer your personal data around the world on an *ad hoc* basis, for example where this is necessary for interaction with you, and you are located outside of the EEA. In such circumstances, we will consider whether any additional measures are required in order to give adequate protection for the information when it is transferred outside of the EEA.

How long your information is kept

The Society has a data retention policy and disposal schedule which determines how long data will be held. The Society will hold your data for up to 5 years after you last interacted with the Society or as long as is legally required. A copy of our data retention policy and disposal schedule is available from info@pcrs-uk.org.

Your rights

You have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you
- to request that we cease processing your personal data if the processing is causing you damage or distress
- to object to marketing communications
- to require us to correct the personal data we hold about you if it is incorrect
- to require us to erase your personal data
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal)
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply, for example, where we are required by law to hold specific data.

If you have given your consent and you wish to withdraw it, please update your details on line at <https://pcrs-uk.org/user/login?destination=node/7794> or contact info@pcrs-uk.org. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

You also have the right to contact the Information Commissioners Office (ICO) if you have any concerns about data protection using their help line 0303 123 1113 or at www.ico.org.uk

Contact us

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact our operations team

- by email: info@pcrs-uk.org
- by telephone: 01675 477600