



PRIVACY POLICY

EVENTS

CONFERENCE & EVENT SERVICES

The new European data protection law known as the General Data Protection Regulation (GDPR), comes into effect on May 25th 2018.

This Policy sets out how we collect, process and safeguard the personal information you provide to us specifically in regards to our events. Here at the British Association of Dermatologists we take your privacy seriously and will only use your personal information to administer your account and to provide the information and services you have requested from us.

WHAT INFORMATION DO WE COLLECT?

When you register, sponsor or express an interest in one of our events you may provide us with personal data, which we may collect and process:

Information you give to us (personal data you knowingly choose to disclose that is collected on an individual basis). You may give us information about you by filling in forms on our registration pages or by corresponding with us by phone, email or otherwise. The information you give us may include your name, address, email address and phone number.

Why do we keep your data. We would like to continue contacting you with details of upcoming events, conferences and other British Association of Dermatologist specific event information we provide. By registering for an event or sponsoring an event you consent to us contacting you for this purpose and we consider participation as part of a contract that you enter into when registering or sponsoring an event.

HOW DO WE USE THE INFORMATION THAT YOU PROVIDE TO US?

We use information held about you in the following ways:

1) **Information you give to us.** We will use this information in the following ways:

- to provide you with event services that you request and to respond to any enquiries that you submit through correspondence
- to track your attendance at our events for logistical, evaluation, financial and educational auditing
- to notify you about future events

2) How long do we keep your data. We will keep your data in our registration system for as long as is required for the auditing record of the meeting or for as long as you are active in attending or sponsoring our events.

3) When do we delete your data. Any inactive record will be automatically deleted after three years since your last event attendance. Please note once your data has been deleted it cannot be retrieved and we will not be able to access or confirm any financial, registration or personal preferences pertaining to your record. Our registration system works on your email address as the unique identifier, meaning that if you attended previous events with an alternative email address these will be deleted after three years if that email address record is inactive.

4) Request for data deletion. As your right to be forgotten you can contact us to request that we delete the personal data we hold on you. We will be able to do this, but please note that we cannot retrieve data once deleted. There may be exceptions as to why we cannot immediately delete data:

4.1 – Event Logistics. If you request to be deleted but are still registered to attend a future event we will need to keep your data as a record for the event to be used in collating your badge, registration pack and providing a list of attendees for the venue, accommodation provider or other parties requiring it for logistical purposes of the event.

4.2 – Educational audit. Our events are audited by the Royal College of Physicians for their CPD verification. Deleted records cannot be verified by us and this may affect your CPD accreditation.

4.3 – Financial purposes. Until our events are financially reconciled and annually audited we may not be able to fully delete your records.

5) Request not to be contacted. We can offer a request not to be contacted, we will remove you from our distribution list and you will not be notified of future events. Please note if you are a BAD member you will still receive communications unless requested through the membership department.

WHERE DO WE STORE YOUR PERSONAL DATA?

Your data is stored on our registration system (Eventsforce) and our secure servers.

However, unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, e-mail that you may

send to us, or forms that you may submit, may not be secure unless we advise you that security measures will be in place prior to your transmitting the information. For that reason, we ask that you do not send confidential information such as account numbers to us through an unsecured email or forms. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. All information you provide to us is stored on secure servers.

Any financial information received will be processed through our secure online payment system, sagepay. We do not keep a record of credit card details provided as part of the registration process for our events.

DO WE DISCLOSE INFORMATION TO OUTSIDE PARTIES?

The British Association of Dermatologists will not share your information for marketing purposes with companies outside the organisation. Your data may be given to the lead organisation of an event for which the British Association of Dermatologists has been appointed as the Professional Conference Organisers. This information will be provided as part of the contract undertaken in registering or sponsoring an event.

We may share your information with selected third parties, as follows:

- Sponsoring companies at the specific event are provided with a lists of meeting attendees including name and hospital and or town. The same information that is found on your delegate name badge.
- Event host venue, accommodation provider or other parties requiring it for logistical purposes of the event.

Data barcode scanners, RFID Badges and lead capture touch-in scanners:

- We may offer exhibitors and sponsors the opportunity to hire barcode scanners and Lead capture touch screens. Please be aware that by touching into the lead captures or having your badge scanned you are agreeing to provide your personal data to the company. They will receive your name, position and postal address as per your registration information provided for that event. The lead capture system will be optional for you as a delegate at the event and you will have the opportunity to share a specified email address with the exhibiting company. The company will be contractually obliged to only contact you on one occasion, they may then only make further contact and retain your data with your consent.

WHAT ABOUT LEGALLY COMPELLED DISCLOSURE OF INFORMATION?

We may disclose information when legally compelled to do so, in other words, when we, in good faith, believe that the law requires it or for the protection of our legal rights.