

## **The British Society of Gastrointestinal and Abdominal Radiology (BSGAR) – PRIVACY NOTICE**

The British Society of Gastrointestinal and Abdominal Radiology (BSGAR) (“we”) take your privacy very seriously.

### **Purpose of this Privacy Notice**

This privacy notice sets out how we use and look after your personal information and tell you about your privacy rights and how the law protects you. This privacy notice describes what we do with your information and what we do to keep it secure. It also explains where and how we collect your personal information, as well as your rights over any personal information we hold about you.

BSGAR is the data controller, responsible for the processing of any personal data you give us. Please read the following carefully to understand our approaches and practices regarding your personal data and how we will treat it.

### **About BSGAR**

The British Society of Gastrointestinal and Abdominal Radiology (BSGAR) is a Special Interest Group of the Royal College of Radiologists (RCR) and provides a forum for imaging, intervention and research in the care of patients with abdominal disease. The Society aims to cover all areas of GI and Abdominal Radiology and to support consultants working in these fields. It also wishes to encourage trainees who hope to make a career in this field. BSGAR is a not-for-profit organisation and has mutual trading status.

### **Contact Us**

If you would like to exercise one of your rights as set out in the is privacy notice, or you have a question or a complaint about this privacy notice or the way your personal information is processed, please contact us as detailed below.

Our nominated representative is the BSGAR Administrator, [office@bsgar.org](mailto:office@bsgar.org)

### **Changes to the Privacy Notice and your Duty to Inform us of Changes.**

This version was last updated in May 2018 and any historic versions can be obtained by contacting us.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your membership. You can do this by contacting [office@bsgar.org](mailto:office@bsgar.org) or by logging onto your BSGAR membership account and updating relevant information yourself.

### **Third-Party Links**

Our website may include links to third-party websites. Clicking on those links may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

### **The personal data we collect about you**

Personal data means any information about an individual from which that individual can be identified. We may collect, use, store and transfer some personal data of our members which we have grouped together as follows:

- **Identity Data** includes a first name, last name and username
- **Contact Data** includes home address, hospital address, email address and telephone numbers.
- **Transaction Data** includes details about membership subscription payments
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, operating system and platform and other technology on the devices

you use to access this website. Our website only captures IP address and Browser Type/Version in the server logs which is anonymised and only stored for 30 days.

- **Technical Profile Data** includes information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information and methods used to browse away from the page.
- **Profile Data** includes your username and password, your professional interests, professional qualifications, GMC number, CCST date, feedback and survey responses. Any survey data is anonymised and destroyed after the survey results are collated and completed.
- **Usage Data** includes information about how you use our website, products and services.
- **Communications Data** includes your preferences in receiving members' forum posts from us and your communication preferences.

### How we collect your personal data

- **Direct Interaction.** You provide information about yourself when you apply to become a member, by filling forms on our website (www.bsgar.org), via post or by corresponding with us by phone, email or otherwise.
- **Automated Technologies or interactions.** As you interact with our website, we may automatically collect technical data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, and our server logs.
- **Third parties or publicly available sources.** We may receive personal data about you from third parties.
  - **Technical Data from** e.g. Analytics providers such as Google.
  - **Contact, Financial and Transaction Data** from providers of technical, payment and banking services.

### Purposes for which we will use your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need members' personal data is to be able to run the Society; to administer memberships and provide the membership services you are signing up to when applying to the Society. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are applying for.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so (follow this link <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/> to find out more about the types of lawful basis). We have also identified what our legitimate interests are where appropriate.

Purpose/Processing Activity	Lawful Basis for processing under Article 6 of the GDPR
Processing membership forms, renewals and payments/subs	Performance of a contract.
Provide you with information, details of events, opportunities, access to engage in surveys, research or audits which we feel you have expertise in or may interest you or services that you request from us or which we feel may interest you.	Legitimate Interest. We will only send you such information if you are an existing member and you have actively selected the options to receive such information in the preference options of your membership account. Members can amend preferences by logging into their membership account and amending appropriate field (s) and preferences.

Provide you with access to participation in interactive features of our service, when you choose to do so, such as the 'members forum'.	Performance of a contract.
Sharing data with third party services or facility providers for membership benefits.  (Such as, confirm to the third-party organisers of the annual meeting, that you are a member of BSGAR and that you are entitled to beneficial delegate rates on registration.)	We have a legitimate interest to run the organisation efficiently and as it sees fit. Information is shared with third party for the benefit of the Society and its members.
Processing applications for any courses that we run independently (i.e. not using third party contractors) and associated payments.  (Such as, annual BSGAR Registrar Study Day)	Performance of a contract.
Publishing awards and presentations on the website.  (Such as, BSGAR bursary award winners, and Annual meeting talks)	Consent. We will only publish your personal data in a public domain, including images, names and recordings if you have given your consent for us to do so.
Sharing data with Committee members to provide information about membership application, renewals or invitation to Society events.	The Society has a legitimate interest to maintain membership correspondence, accuracy of records and CPD through Society events.
Using data analytics to improve our website, services, membership relationships and experiences.  (Such as Conference Case analysis. To observe when cases were viewed, for how long and whether it was popular enough to continue/develop).	We have a legitimate interest to keep our website updated and relevant and maximise utility for members.
List delegate names and places of work in the back of the annual meeting booklet.	Consent. We will only publish your name and place of work in the back of the annual meeting booklet if you give consent to do so on the annual meeting registration form.
Use personal data of people who have agreed to speak at our events in order to publicise the programme, correspond on event details and process expense claims.	We have a legitimate interest to run the organisation efficiently and as it sees fit. Information is shared with third party for the benefit of the Society and its members.

## Cookies

Our website uses cookies to distinguish you for other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. The cookies we use and the purposes for which we use them are outlined in the table below:

Cookie	Name	Purpose	More Info
csrfmiddlewaretoken	CSRF Token	This cookie protects against Cross Site Request forgery	Every POST request the site makes is matched against this token to ensure that the computer making the request is the same as the one using the website
session	Session Key	This cookie relates to the users session, no identifiable information is	This is essential to the correct operation of the website.

		available by this method	
__ga, __gid, __utma, __utmc, __utmz	Google Analytics	These cookies are used to track statistics throughout the website	See - <a href="https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage">https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage</a> - for more information

### Who we share your personal data with

When you become a member of the BSGAR, your information, will be entered into the membership database which is administered by Calm Digital Website Design and Development. All information provided is stored on secure servers within the EU. Where you have a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We may share your personal data with selected third parties, suppliers and sub-contractors such as annual meeting organisers and workshop organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights or safety of our members.

### Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

### How long we hold your personal data

As a membership organisation, we keep personal data on our members while they continue to be a member or are otherwise actively involved with the Society for the purpose of delivering member benefits. We will delete this data within 12 months after a member has left or otherwise ended their membership, or sooner if specifically requested.

### Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. Please see link to ICO page for further information on your rights. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

As a data subject you are not obliged to share your personal data with the Society. If you choose not to share your personal data with us we may not be able to register your membership.

We may update this Privacy Notice from time to time and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact the BSGAR Administrator, [office@bsgar.org](mailto:office@bsgar.org).