

SCS Member Privacy Notice

Where is your data stored?

Data for the Scottish Cardiac Society (hereafter SCS) is held at the Royal College of Physicians of Edinburgh. The SCS is the data controller for any data relating to SCS membership, travel grants and events. If you have any concerns or queries, please contact scs.admin@rcpe.ac.uk or write to Scottish Cardiac Society, 9 Queen Street, Edinburgh, EH2 1JQ in the first instance.

Why do we collect your data?

a. Membership & SCS events

For the purposes of the membership administration of the SCS and the effective running of the SCS events, we will be obtaining personal information from all membership applicants and delegates. This includes identifiable information such as email address, name and job title, home or work address and telephone number. As part of the membership application process, all applications are circulated to the SCS council for approval. Dietary requirements will be requested when registering for an SCS event, however these details are only given to the venue and supporting team on the day so that the delegate can be adequately catered for.

b. Travel & research grants

For the purposes of the SCS administration and accounting, your travel grant details and contact information will be stored by the SCS and retained for seven years.

Third parties:

For the purposes of processing your direct debit, your banking details will be sent to our Direct Debit Processor. A copy of this is held at the SCS office for reference. In relation to the travel and research grants, as part of our financial processes your details will also be stored on a third party accounting service used by the SCS. Additional data privacy information on the use of this system will be issued to those required to use it.

The SCS use Facebook and Twitter as part of their social media presence and for the publicity of upcoming SCS events.

Marketing

For the purposes of providing an excellent membership service to all members we believe there are legitimate society interests in processing your data for carefully considered and specific purposes that help deliver the aims of the Society to promote the development of scientific knowledge about Cardiology and further the development of Cardiology as a Specialty within Scotland.

On all documentation for the SCS, you will be asked for your consent for information to be sent to you regarding SCS events and also external events felt to be of relevance to you.

You can withdraw and change your permissions at any time by contacting scs.admin@rcpe.ac.uk or writing to: Scottish Cardiac Society, 9 Queen Street, Edinburgh, EH2 1JQ.

How long do we keep your data for?

Those members who deactivate their membership, their contact email address and basic membership information will be retained for one year. This is to ensure that there are no issues with any details relating to the direct debit previously set up for the society. All financial information as required will be kept for 7 years. Following CPD protocol, information about attendance of a SCS event will be retained for up to 5 years.

The right to withdraw to consent & erasure

All members, and non-members attending SCS events, have the right to see what data is held by the SCS and also the right to erasure. If you would like to see what data is held by the SCS please contact scs.admin@rcpe.ac.uk or write to Scottish Cardiac Society, 9 Queen Street, Edinburgh, EH2 1JQ.

Accessing your data

To make an informal request for any personal information we may hold you should in touch with the SCS administrator at the contact details provided below.

Additionally you can find out which personal information we hold by making a 'subject access request' under the GDPR. Where we hold information about you we will provide:

- A description of what we hold.
- An overview of why we are holding it.
- Details of who it could be disclosed to.
- A copy of the information in a suitable format within 30 days.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If you would like to lodge a complaint about the SCS regarding your personal data you can do so by contacting the Information Commissioner. Their information can be found at <https://ico.org.uk/>.

Automated decision making & profiling

The SCS do not have any automated system in place which involves decision making and profiling of members and delegates. When sending information to members and past delegates information which may be specific to a job title or region and prior to sending all communication is approved by the SCS Secretary or through the approved sender list as agreed by the SCS council.

Changes to the member privacy notice

The SCS from time to time may make amendments to the privacy notice therefore we encourage all members to review the notice on a regular basis.