



BGPert

GDPR Data Protection Policy

March 2018

Draft version: 19/03/2018

Final version expected: 21/05/2018

BGPert GDPR Data Protection Policy

Who we are

Bath GP Education & Research Trust (BGPert or 'we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant General Data Protection Regulation (GDPR) and law. This policy provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

BGPert's registered office is at the Royal National Hospital for Rheumatic Diseases. BGPert, Second Floor, RNHRD, Upper Borough Walls, Bath BA1 1RL.

We are a Registered Charity (No. 1005171), and adhere to the Charity Commission Rules and Regulations.

Our appointed person for the organisation for data control is Mr Olly Bradford (Treasurer for BGPert) and can be contacted by email BGPert@birdbath.org.uk or by telephone 01225 336363.

The information we collect

BGPert processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

We may collect and process the following data about you:

- Information you give us - You may give us information about you by filling in forms on our website or by corresponding with us by phone, email, in writing or otherwise. This includes but is not limited to information you provide when you are in receipt of our services, register for email alerts, request literature, sign-up for newsletters or complete a survey. The information you give us may include your name, address, email address and other contact information, bank details, place of work, role, working area, and employer, as well as other personal information associated with the services we provide. We do not hold any sensitive personal data.
- Anonymisation of Personal Data - Wherever possible, data collected for the purposes of charity activities, including but not limited to meetings and educational events, will be anonymised to prevent data protection breaches. Membership numbers will be used and referenced against our secure database of our members only if personal data is required for auditing purposes.

How we use your personal data (legal basis for processing)

BGPert takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time. The purposes and reasons for processing your personal data are detailed below:

Members; we collect your personal data after gaining your consent, in order to allow us to:

- process your membership
- inform you of, and invite you to, events and activities
- process payments, for financial reporting, and bank reconciliations

Third parties including IT support, QuickBooks, Accountant, Event Sponsors, Sub-contracted Charity Team (Educators, Administrators, Treasurer) and Trustees; We collect your personal data in the performance of a contract, in order to allow us to:

- receive or pay monies owed for services delivered/received
- respond to enquiries
- supply relevant information for audit and governance purposes
- contact third party team members for all matters arising relevant to the continued running of BGPert, and provision of services therein

Your rights

You have the right to access any personal information that BGPert processes about you and to request information about:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source (eg GP practice)

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and disclosing your personal information

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. BGPert uses trusted third-parties to provide defined services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Safeguarding Measures

BGPert takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

We use anonymised data wherever and whenever possible. Personal Data is stored on our central database which is encrypted and password protected. We pay for up to date IT support to ensure maximum protection of our processing and data that we hold. All relevant third party companies have GDPR policies, and these are available on request.

Consequences of not providing your data

You are not obligated to provide your personal information to BGPert, however, as this information is required for us to provide you with our services, we will not be able to offer some/all of our services without it.

How long we keep your data

BGPert only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

Where we are using your details for direct marketing, we will keep such data until you notify us to delete the data or withdraw your consent

Events and alerts

BGPert would like to contact you with details of the services that we provide. If you consent to us using your contact details for these purposes, you have the right to modify or withdraw your consent at any time by contacting BGPert directly.

Lodging a complaint

BGPert only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

In the first instance please contact:

Name: Mr Olly Bradford

Title: Treasurer for BGPert

Email: BGPert@birdbath.org.uk

Telephone: 01225 336363

If you are not satisfied you have the right to contact:

The Information Commissioner's Office

Live Chat on <https://ico.org.uk/concerns/>

Telephone +44 (0)303 123 1113