**SSR Member Privacy Notice**

**Where is your data stored?**

Data for the Scottish Society for Rheumatology (hereafter SSR) is held at the Royal College of Physicians of Edinburgh and stored on a Microsoft Office 365 account. The SSR is the data controller for any data relating to SSR membership, bursaries, and the events. If you have any concerns or queries, please contact ssr@societysupport.org or write to Scottish Society for Rheumatology, 11 Queen Street, Edinburgh, EH2 1JQ in the first instance.

All SSR data is accessed by Fitwise Management on behalf of RCPE to deliver administration work for the SSR.

**Why do we collect your data?**

1. **Membership**For the purposes of the membership administration of the SSR and the effective running of the SSR 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 SSR council for approval. Dietary requirements will be requested when registering for an SSR 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.
2. **Bursaries**

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

**Third parties:**

For the purposes of processing your standing order, when returned to the SSR your reference for your mandate will be noted and then sent to your bank. In relation to the bursaries, as part of our financial processes your grant information will be sent to the Treasurer.

**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 Rheumatology and further the development of Rheumatology as a Specialty within Scotland.

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

You can withdraw and change your permissions at any time by contacting ssr@societysupport.org or writing to: Scottish Society for Rheumatology, 11 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 standing order 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 SSR event will be retained for up to 5 years.

**The right to withdraw to consent & erasure**

All members, and non-members attending SSR events, have the right to see what data is held by the SSR and also the right to erasure. If you would like to see what data is held by the SSR please contact ssr@societysupport.org or write to Scottish Society for Rheumatology, 11 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 SSR administrator at the contact details provided.

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 SSR 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 SSR do not have any automated system in place which involves decision making and profiling of members. When sending information to members which may be specific to a job title or region, and prior to sending, all communication is approved by the SSR Secretary or other council member.

**Changes to the member privacy notice**

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