



PRIVACY POLICY

The British Society for Allergy and Clinical Immunology (BSACI) is protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Any changes we may make to our privacy policy will be posted on this page and, where appropriate, notified to you by email.

For the purpose of the Data Protection Act, the Data Controller is The British Society for Allergy and Clinical Immunology (BSACI), Studio 16, Cloisters House, 8 Battersea Park Road, London, SW8 4BG.

Why we need your personal data

We require your data to be able to administer your membership/event attendance and provide the membership services you are signing up to when you apply for membership/book attendance at an event. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member/non-member to provide the services you are registering for.

Legitimate Interest for holding non- member data

Relating mostly to non-members who previously have attended one of BSACI training days or the BSACI annual meeting. To enable BSACI to communicate (usually by email) details relating to our training and education activities and other activities and information which may be of benefit to you in relation to education, training and research and career opportunities in allergy and immunology. You may unsubscribe from our emails at any time by clicking 'unsubscribe' at the bottom of an email if it has this facility or by emailing **info@bsaci.org**

The Personal Data We Collect

The information we collect is that which you give to us by completing the BSACI membership form online or manually, filling in forms on the BSACI website, phone calls, emails and/or online/offline applications for courses/conferences. Or you have registered your clinic with the BSACI Allergy Service Finder

The information we routinely collect includes members' names, postal addresses, email addresses and dates of birth; membership and event participation information including booking and payment information; roles, institutions worked for and other information which would be reasonably necessary for a provider of membership, events and training services to collect about members, course participants and non-members who attend BSACI events.

Google Analytics: This website uses Google Analytics for the purposes of analyzing website traffic. The following links will give you further information on how this is done and how you can opt out of such tracking.

[Google's Privacy Policy](#)

[Google Analytics Cookie Usage on Websites](#)
[How to opt out of Google Analytics](#)

By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Reasons for processing your data and who we share it with

1. Administration and processing of your membership subscription, ensuring you receive all the membership benefits you are eligible to receive.
2. Communicating and keeping you up-to-date with relevant news and Society information.
3. Enabling you to receive member discounts, promotions or offers from third parties, including confirming to that third party that you are a member of BSACI, where there is a condition for the discount, promotion or offer.
4. To help improve the website so that the content is presented in the most effective manner to you and for your computer.
5. To provide statistical information to BSACI Council members and the AGM so that they are aware of the current and past status' of budgeting, new members, lapsed members, membership demographics/roles, enabling them to review, plan and improve membership benefits and the service the Society provides to its members.
6. Sharing of award applications to BSACI Council, the judging of these and announcing successful applicants via the website, E-News and Allergy Update.
7. Sharing of your allergy service and contact details onto the BSACI Allergy Service Finder on our website, where this has been requested by you.
8. Communication with third party hosting sites to collect and process your personal data to provide the membership benefits you are entitled to
 - World Allergy Organisation (WAO)
 - European Academy of Allergy and Clinical Immunology (EAACI)
 - Wiley (for access to the BSACI Journal) and Guidelines
 - Moorepay (Direct debit collections only)
 - Medivents (Annual Conference bookings only)
 - Ctec Systems Ltd (IT support)
 - Inq Design (Mailing of Newsletter)

Data is transferred securely and the third parties listed above guarantee the security of your data via their privacy policies and corporate terms.

9. If you attend a BSACI course/conference we will provide your name, institution and job role only to exhibitors at the event. We do not share your personal data with other third parties for commercial or marketing purposes.

10. We do not share your data with enquirers to the BSACI office without your prior permission.
11. BSACI reserves the right to disclose your personal data to comply with any legal obligation.

Where we store our data

If you have applied for membership of BSACI, you will also automatically be registered to receive the following membership benefits:-

- BSACI Allergy Update
- The World Health Organisation (WHO) newsletter
- ENews
- Emails containing information of interest associated with allergy and clinical immunology
- Emails containing details of our annual meeting and other events
- Access to the members area of our website
- The option to apply for European Academy of Allergy and Clinical Immunology National Allergy Society dual membership
- The option to register your allergy service on our BSACI Allergy Service Finder

We require your personal information to enable us to provide you with all the membership benefits detailed on the BSACI website including voting for changes to BSACI's constitution, fee payments (once this system becomes available), access to the website members' area, journal and communications. If you do not wish BSACI to store your personal data for these purposes, then we cannot process your application.

Our membership database is stored in digital form on our server. Data is encrypted and security and disaster recovery measures are in place to ensure that all data is secure.

Conference/Course bookings are stored by third parties who process bookings on our behalf.

Additional data, for example, awards information, conference/course attendance information is stored on office computers that are password protected and backed up on a tape daily, which is stored in a safe in a locked filing cabinet.

Any written documents are stored safely and securely in lockable cabinets. Shredding of documents is carried out in our office.

Contact details of the BSACI Allergy Clinic finder is stored on our website.

How long we keep your data for

We normally keep members' data after they resign or their membership lapses. This is because we find members sometimes later wish to re-join. However, we will delete any former members' contact details entirely on request.

Historical prize lists and research are required for archiving purposes and names cannot be removed from them. Similarly archived news articles, whether on the website or in BSACI's Allergy Update (both printed or online), will not usually be deleted.

Other data, such as that relating to accounting or personnel matters, are kept for at least the legally required or recommended period.

Personal data processed from non-member enquiries shall be kept for purposes of responding to or providing the service or information requested. After attendance on one of our events, attendees will be sent a follow up email asking if they wish to be sent information relating to events in the future.

How can you ask for data to be removed

By becoming a member of BSACI, you are consenting to the processing of your data as outlined in this privacy policy.

By supplying your personal data to BSACI via any other means, you are consenting to the processing of your data as outlined in this privacy policy.

You may ask that any photograph of you that appears on the website be deleted by contacting info@bsaci.org

Once you have resigned your membership or it has lapsed, you may ask for your data to be deleted by contacting membership@bsaci.org

How you can check what data we have about you

You have the right to have inaccurate personal data rectified and to access information held about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month, or if complex, a further two months.

Contact

If you have a concern, or question about this privacy policy or the way BSACI has handled your data, please contact info@bsaci.org

If you contact us by phone you may be asked to verify information so that we can identify you as a customer.