



The Craniofacial Society of Great Britain and Ireland
A Society for the study of Cleft Lip and Palate
and other Craniofacial Anomalies

Privacy Policy

The Craniofacial Society of Great Britain and Ireland (“CFSGBI”) takes its members’ fundamental right to privacy and protection of personal data seriously. Information shared with the CFSGBI will be given the highest level of protection and will be handled in accordance with the General Data Protection Regulation (“GDPR”).

Type of Information Collected

We receive and collect personally identifiable information including: name, job title, qualifications, email addresses, mailing address, hospital address, and phone numbers as provided by you (our members) on our membership application/renewal form. If a new applicant does not have their application supported by a current member (who has been a member for a least 12 months) we also request a copy of your CV upon application to join the Society.

Use of Information

The information gathered is used to contact our members regarding matters relating to their membership, information about the annual conference (including registration details, deadlines and bursaries), Scar Free Foundation/CFSGBI student elective awards and the annual Society newsletter. We may also use personal information collected to let you know about functions on our website or matters relating to the Society and its aims and objectives.

We also share limited membership information (membership number and name) with conference organisers in order that they can ascertain whether a member is a current member and entitled to the reduced “early bird” membership conference rate.

Where membership applications are sent in with a CV, these applications and CVs are shared with Council for approval of membership.

For those members of the Society that act as statutory officers mandatory information as required by Companies House or the Charity Commission is shared with said organisations in order that you can act as either a Director, Company Secretary or Trustee.

Council reserves the right to pass on any members information to the requisite authority should a member be deemed to be in breach of the Society Safeguarding Policy as

published on the Society website and which all members agree to adhere to by virtue of being a member of the Society.

Information Storage and Processing

The membership application/renewal forms are stored securely in paper form and on a digital database which is housed within The Royal College of Surgeons of England ("RCS Eng") and is available to all members of staff within the Faculty of Dental Surgery. Digital information is kept on secure servers and behind a firewall in accordance with RCS Eng IT policies and procedures.

Retention of your information

We retain your information for as long as necessary for the provision of membership services, to maintain the Society archive and to satisfy any legal obligations placed upon the Society.

Sharing of information

The CFGBI does not use any personal information for marketing purposes. We do not pass on your information to third parties other than the limited information specified above to conference organisers to confirm membership or unless a member was deemed to be in breach of the Society Safeguarding Policy.

Transparency

You have the right to access the personal information which the CFSGBI holds about you. Should you require a copy of such information please send a request using the below contact details. Inaccurate data will be amended promptly upon request.

Communication Preferences

Pertinent information (as detailed under Use of Information) will be communicated via email. If you wish to abstain from further communication please contact us so that we can amend your communication preferences.

Privacy Policy Updates

We reserve the right to make any changes and updates to this privacy policy without giving notice. A copy of the policy is always available on the Society website.

Contact CFSGBI

If you would like further clarification or to access/correct any personal information we may hold you are invited to contact us at: honsec@craniofacialsociety.org.uk