

The Craniofacial Society of Great Britain and Ireland customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details

Post

Administrative Secretariat of the Craniofacial Society of Great Britain and Ireland , The Faculty of Dental Surgery The Royal College of Surgeons of England , 38-43 Lincoln's Inn Fields, London, WC2A 3PE, GB

Email

honsec@craniofacialsociety.org.uk

What information we collect, use, and why

We collect or use the following information for **research or archiving purposes**:

- Names and contact details
- Location data
- Recorded images, such as photos or videos
- Purchase or viewing history
- IP addresses
- Website and app user journey information
- Personal information used for administration of research
- Personal information used for the purpose of research
- Records of consent, where appropriate

We collect or use the following information to **comply with legal requirements**:

- Financial transaction information
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)

We collect or use the following information to **Coordination of membership and scientific conferences**:

- Names and contact details
- Date of birth
- Purchase or account history
- Payment details (including card or bank information for transfers and direct debits)
- Photographs or video recordings
- Records of meetings and decisions
- Marketing preferences
- Financial transaction information
- Recorded images, such as photos or videos
- Purchase or viewing history
- IP addresses
- Website and app user journey information
- Records of consent, where appropriate

Lawful bases

Our lawful bases for collecting or using personal information for **research or archiving purposes** are:

- Consent
- Legitimate interest:
 - Utilizing information for the benefit of the membership which included running the society

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Consent
- Legitimate interest:
 - Utilizing information for the benefit of the membership which included running the society

Our lawful bases for collecting or using personal information for **Coordination of membership and scientific conferences** are:

- Consent

Where we get personal information from

- People directly
- Publicly available sources

How long we keep 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.

Who we share information with

Data processors

The Royal College of Surgeons of England

This data processor does the following activities for us: Providing secretariat services to the society.

LightMedia (LightMedia Communications Limited) – Website hosts Conference Organisers

Other organisations

- Organisations we need to share information with for safeguarding reasons
- Professional or legal advisors
- Relevant regulatory authorities
- External auditors or inspectors
- Professional consultants

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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29 May 2024