



Scottish Thoracic SOCIETY

STS Member Privacy Notice

Where is your data stored?

Data for the Scottish Thoracic Society (hereafter STS) is held at the Royal College of Physicians of Edinburgh. The STS is the data controller for any data relating to STS membership, travel grants and events. If you have any concerns or queries, please contact sts@societysupport.org or write to Scottish Thoracic Society, 11 Queen Street, Edinburgh, EH2 1JQ in the first instance.

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

Why do we collect your data?

a. Membership & STS events

For the purposes of the membership administration of the STS and the effective running of the STS 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. Dietary requirements will be requested when registering for an STS 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.

b. Travel & research grants

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

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.

You will be asked for your consent for information to be sent to you regarding external events deemed to be of relevance to the members.

You can withdraw and change your permissions at any time by contacting sts@societysupport.org or writing to: Scottish Thoracic Society, 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 direct debit 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 STS event will be retained for up to 5 years.

The right to withdraw to consent & erasure

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

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 STS 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 STS do not have any automated system in place which involves decision making and profiling of members and delegates.

Changes to the member privacy notice

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