



British Burn Association

at The Royal College of Surgeons of England | 35-43 Lincoln's Inn Fields | London WC2A 3PE

BBA PRIVACY POLICY NOVEMBER 2018



Privacy Policy

Your privacy matters to us: How we collect, use, and store your personal information.

The British Burn Association (BBA) is committed to safeguarding and protecting the privacy of our members, visitors and audiences.

This privacy policy covers details of what information the BBA collects from you (whether online, on site, by phone, by email or through correspondence with third parties); what we do with it; and with whom it might be shared.

Who we are

The British Burn Association (BBA) is a group of 350+ surgeons, anaesthetists, nurses, scientists and allied health professionals who promote for the benefit of the public, study into burn prevention, burn care and burn injury outcome.

Registered office:
Royal College of Surgeons of England
35-43 Lincoln's Inn Fields
London, WC2A 3PE

The British Burn Association is a registered charity no. 260167.

Types of information the BBA collect

The personal information we collect may include:

- Your name
- Your date of birth
- Your qualifications
- Your work and/or private address
- Your telephone number
- Your email address
- Your military status – service number, unit and rank
- Your Curriculum Vitae
- credit card or other payment information such as bank details (record of your transaction history but will not retain your credit card details)
- contact preferences
- details of correspondence sent to you, or received from you
- any other information provided by you to BBA
- images captured on film or photography taken at the BBA Annual meeting, other meetings and events

- Voluntary information provided by you
- Information about your use of our website, for example pages viewed, location data or traffic sources used to visit our website

How we collect your personal information

Information you give us

We collect personal information that you may provide to us including when you:

- sign up as a Member
- register to attend a course, conference, study day or event
- complete an application for a BBA grant, prize or award
- submit an enquiry via email or via the BBA website
- complete an online survey

Do we share your information with other organisations?

We may share your information with other BBA members where relevant, with external conference / course organisers acting on behalf of the BBA and with your consent, your name and workplace will be shared with exhibitors at conferences.

How do we keep your information secure?

We follow strict security procedures in the storage and disclosure of information, which you have given us to try to prevent:

unauthorised access;

improper use or disclosure;

unauthorised modification; and

accidental loss, damage, and destruction.

We are required to make sure any transfers of information will be done securely, in accordance with best practice, and in compliance with Data Protection regulations.

Staff who have access to, and are associated with the processing of, personal information are legally obliged to respect the confidentiality of the personal information of our Members and all those who engage with us.

Retention and deletion of personal data

Once a member has informed the BBA that their membership is ending or will not be renewed their record will be disabled at the end of the subscription period and no further correspondence will be sent out to that member/s. However, we will retain lapsed record information indefinitely on our database. Course candidate and conference delegate information will be retained indefinitely as a permanent record of participation, CPD and where appropriate, Faculty status. Enquiries and submissions for BBA prizes, grants and awards will be retained indefinitely in the electronic filing of

correspondence in case of further correspondence in the future. The BBA has responsibility to ensure that all records are fully up to date.

Individual's Rights

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights as follows:

- Individuals may request access to their personal data held by us as a data controller.
- Individuals may request us to rectify personal data submitted to us or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which they registered.
- Individuals may request that we erase their personal data
- Where we process personal data based on consent, individuals may withdraw their consent at any time by contacting us.
- Individuals may have other rights to restrict or object to our processing of personal data and the right to data portability.
- Individuals may request information about, or human intervention into, any automated data processing that we may undertake.

If you wish to exercise any of these rights, please send an email to info@britishburnassociation.org.

Marketing and communications

When you become a member of the BBA, you will receive marketing communication and emailings from the BBA. If you are a course candidate or conference delegate you can choose whether you would like to receive marketing communications from the BBA.

If you are not a BBA Member, the BBA will not contact you for marketing purposes unless you have opted in to receive communications.

Links to other websites

This privacy notice does not apply to third-party websites you are directed to from our website. We encourage you to read the privacy statements on the other websites you visit.

Analytics

BBA use Google Analytics to help us understand the trends in popularity of our website. We make no use of personally identifiable information in any of the statistical reports we use from this package.

Changes to our Policy

We may be required to update the terms of this policy from time to time. We will notify you about any significant changes in the way we treat personal information usually by sending a notice to the email address you have provided or by placing a prominent notice on our website.

This privacy policy was last updated on 19 September 2019.

Contact us

If you have any queries about our privacy policy, or want to raise a concern about how we process the information we hold about you, please contact info@britishburnassociation.org