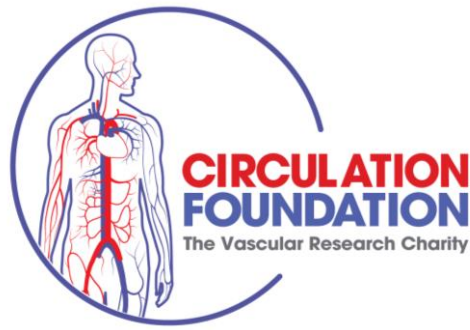


OF GREAT BRITAIN AND IRELAND



# The Vascular Society of Great Britain and Ireland

## The Circulation Foundation

## Privacy Policy

Related information:

[Information Commissioners Office](#)

Data Protection Officer:

Policy revision:	V2
Issue Date:	May 2019
Approved by board / management on:	10th May 2019
Next review date:	May 2020

## **Policy Statement**

The Vascular Society of Great Britain and Ireland & the Circulation Foundation are committed to protecting the privacy and security of your personal information. This Privacy Policy gives you detailed information on when and why we collect your personal information, how we use it and how we keep it secure.

## **Data Controller**

The Vascular Society are registered in England as a limited liability company. Our registered number is 05060866 and our registered office is at 146 New London Road, Chelmsford, Essex, England, CM2 0AW.

02072057150

[admin@vascularsociety.org.uk](mailto:admin@vascularsociety.org.uk)

The Circulation Foundation is the charitable foundation of the Vascular Society. Charity Number: 1102769

02072057151

[info@circulationfoundation.org.uk](mailto:info@circulationfoundation.org.uk)

## **How we collect your personal information**

We collect your information when you decide to interact with us, complete an application form to become a member of the Vascular Society or purchase one of our services such as the Annual Science Meeting (ASM) registration. We also collect information about your computer to look at how our audience use our website, so that we can offer the best possible experience. Information collected includes your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths

## **Purpose and Lawful Reasons for processing your data**

For all services purchased from the Vascular Society we will process your data to ensure the correct delivery of those services. The lawful reason for processing data in these cases is contractual and will include:

- Vascular Society Membership
- Vascular Society Training or educational courses and conferences
- Vascular Society Bursaries, travel or research grants
- Circulation Foundation Donation

We may contact you from time to time regarding information you may be interested in from the Vascular Society or related organisations. We will only process your data in this regard and contact you only if we have obtained your consent to do so. The lawful reason for processing data in this case is consent and will include:

- The Vascular Society marketing such as conference alerts
- Job adverts
- External organisation marketing

We may process data that falls within the special categories of data. The below list details the data that is processed that falls in that category:

- Health information - for any special requirements at conferences and events. This information will only be used with your consent and to ensure we are able to deliver any special requirements you may have. The lawful reasons for processing this data are consent and explicit consent as given by you, the data subject

### **Data sharing**

The Vascular Society will never share, sell or trade your personal information to any third parties for marketing purposes.

We currently use other organisations to manage our activities such as Executive Business Support (EBS) for our administrative support. These companies have access to your data in order to perform services on our behalf. We make sure anyone who provides a service for us enters into an agreement with us and meets our standards for data security. They will not use your data for anything other than the clearly defined purpose relating to the service that they are providing. Please see Appendix A for a full list of third party organisations.

We may share your data with representatives or volunteers of the Vascular Society for the purpose of providing the relevant service. The data shared with these individuals is limited and only to individuals that meet our standards for data security. Regular training and auditing is conducted to ensure that these aims are met.

If you have asked us to obtain payment from an organisation such as an NHS finance department, we may share your details to facilitate this transaction

### **Types of information we collect**

We only collect the information that is necessary to carry out our business and provide a particular service that you have requested, and to keep you informed. This includes:

- Demographic information - (Name, address, contact details, e-mail address)
- Purchasing information
- Membership application information - (Date of birth, qualifications, work specialisms)

### **How your information is stored**

Your information will either be stored on our website, in a restricted secure server environment or on cloud based software that we have verified as suitable and which meets our security requirements. Only individuals that need to will be allowed to access your data and this access is limited to the requirements of the individual's task. We ensure that all individuals, volunteers and staff members of any third party have been trained to understand their requirements in keeping your data safe. Any hard copy paper records which may be sent to the organisation, such as application forms, are stored in a secure environment and where relevant transferred into electronic format.

### **How long is your information kept**

We will only keep your data for as long as it is necessary, for the majority of information will be retained for 7 years to coincide with financial requirements. For areas that you have withdrawn your consent or asked for your data to be removed it will be destroyed as soon as possible within 1 month. If we decide not to destroy your data we will inform you as to why we have made this decision. For full information, please see our Data retention policy

### **Your choices**

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you by withdrawing your consent. If you have an online account with us, you can amend your personal details and email contact preferences at any time. Simply sign in on the web site and log into your account in the member log in area. Alternatively if you prefer, you can contact us by telephoning 02072057150 or e-mailing [admin@vascularsociety.org.uk](mailto:admin@vascularsociety.org.uk)

### **Your rights**

You have the following rights as an individual:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

If you have any queries or concerns regarding the use of your data and the above rights, please contact us by telephone on 02072057150 or by email [admin@vascularsociety.org.uk](mailto:admin@vascularsociety.org.uk)

The supervisory authority is the ICO and comments and concerns can be raised with them. Further information on data protection regulations and laws can be found: <https://ico.org.uk/for-the-public>

Appendix A

1)	Company Name	Executive Business Support Ltd
	Company Registered Office	City Wharf, Davidson Road, Lichfield, Staffs, WS14 9DZ
	Company Registered Number	SC247380
	Categories of Data to be Processed	Contact, Membership Event and Donation information
	Territories where Data may be Processed	United Kingdom
2)	Company Name	Yonescat Ltd.
	Company Registered Office	Ugli Ugli Campus, 56 Wood Lane, London, England, W12 7SB
	Company Registered Number	05028218
	Categories of Data to be Processed	Management of Circulation Foundation Website
	Territories where Data may be Processed	United Kingdom
3)	Company Name	LightMedia Communications Ltd
	Company Registered Office	Greystones, Welsh Road East, Southam, Warwickshire, CV47 1NE
	Company Registered Number	05283903
	Categories of Data to be Processed	Management of Vascular Society Website
	Territories where Data may be Processed	United Kingdom
4)	Company Name	SurveyMonkey Inc.
	Company Registered Office	One Curiosity Way, San Mateo, CA 94403
	Categories of Data to be Processed	Email address to survey membership and event attendees

	Territories where Data may be Processed	United States of America, and European Economic Area
5)	Company Name	Events Air (Part of Centrium Software)
	Company Registered Office	21-23 Croydon Road, Caterham, Surrey, CR3 6PA
	Company Registered Number	08440654
	Categories of Data to be Processed	Event attendees enter in all their event registration details.
	Territories where Data may be Processed	European Economic Area
6)	Company Name	Stripe
	Company Registered Office	9th Floor, 107 Cheapside, London, EC2V 6DN
	Company Registered Number	08480771
	Categories of Data to be Processed	Event registration payment
	Territories where Data may be Processed	United Kingdom
7)	Company Name	SmartDebit Limited
	Company Registered Office	Windlesham Court, 51 Guildford Road, Bagshot, Surrey, England, GU19 5NG
	Company Registered Number	07374078
	Categories of Data to be Processed	Process membership payments
	Territories where Data may be Processed	United Kingdom
8)	Company Name	PayPal (Europe)
	Company Registered Office	L-1150 Luxembourg
	Categories of Data to be Processed	Process Donation payment
	Territories where Data may be Processed	Potentially worldwide
9)	Company Name	JustGiving

	Company Registered Office	2nd Floor, Blue Fin Building, 110 Southwark Street, London, SE1 0TA
	Company Registered Number	04162317
	Categories of Data to be Processed	Process Donation payment
	Territories where Data may be Processed	United Kingdom
10)	Company Name	VirginMoney Giving Limited
	Company Registered Office	Jubilee House, Gosforth, Newcastle-upon-Tyne, NE3 4PL
	Company Registered Number	02733492
	Categories of Data to be Processed	Process Donation payment
	Territories where Data may be Processed	United Kingdom
11)	Company Name	Xero (UK) Limited
	Company Registered Office	Bank House, 171 Midsummer Boulevard, Milton Keynes, MK9 1EB
	Company Registered Number	06071722
	Categories of Data to be Processed	Accounting software
	Territories where Data may be Processed	United Kingdom