



**BASO** ~ THE ASSOCIATION FOR CANCER SURGERY

## Privacy Notice

### KEY DETAILS

BASO ~ The Association for Cancer Surgery (BASO ~ ACS) & The Association of Breast Surgery (ABS) have been separate organisations since 2010. Prior to that time, the ABS was a branch of BASO ~ ACS. A service agreement is now in place to formalise the shared aspects of the administration of the two Associations. This includes a joint database for membership and events and a shared office. However, neither Association uses the membership or event delegate information of the other Association to contact individuals.

This privacy notice describes how BASO ~ The Association for Cancer Surgery protect and make use of the information given by their members and event delegates.

This policy is updated from time to time. The latest version is published on this page. This privacy notice was updated on: 20<sup>th</sup> April 2018

For queries in relation to BASO ~ The Association for Cancer Surgery's privacy policy please e-mail [admin@baso.org.uk](mailto:admin@baso.org.uk) or write to BASO ~ The Association for Cancer Surgery, at the Royal College of Surgeons of England, 35 – 43 Lincoln's Inn Fields, London, WC2A 3PE.

### INTRODUCTION

BASO ~ The Association for Cancer Surgery is committed to protecting the privacy of and maintaining the security of any personal information received from its members and event delegates. BASO~ACS adheres to the requirements of data protection legislation in the UK.

BASO~ACS gather and use certain data to provide relevant information and store key data with regards our membership and event delegates. We also collect data to understand better how visitors use our websites and to present timely, relevant information to them.

### WHAT DATA WE GATHER ON OUR MEMBERS

We collect the following information from our members:

- Name and Job Title
- CV
- Contact information including e-mail addresses
- Demographic information, such as postcode, hospital region, deanery
- Website usage data
- Bank details
- Event registration information
- GMC Number
- Correspondence between the individual member and the Association

## WHAT DATA WE GATHER ON OUR EVENT DELEGATES

We collect the following information from our event delegates:

- Name and Job Title
- Contact information including a postal and e-mail addresses
- Website usage data
- Event registration information
- Correspondence between the individual delegate and the Association

***Please note that credit card information may be provided during online registration. Sagepay is used for the processing of these payments and no credit card information is held by the Association. Manual credit card payments may be taken from time to time and any card details are destroyed immediately after the event.***

## HOW WE USE OUR MEMBERS' DATA

Collecting this data helps us understand and identify our members, enabling us to deliver improved membership services.

Specifically, we may use data:

- For our own internal records
- To contact you with a response to a specific enquiry
- To send you updates on events and information we think might be relevant for you
- To send you information about conferences, meetings and courses being run by the Associations and their partners.
- To send you updates in relation to the Association, which may include details on how to vote for regional representatives and Trustee posts.
- Share your name, address and e-mail with ESSO (European Society of Surgical Oncology) for the sole purpose of setting up affiliate membership
- Share your name, address and e-mail with EJSO (European Journal of Surgical Oncology) for the sole purpose of setting up a paper and/ or electronic subscriptions

## HOW WE USE OUR EVENT DELEGATES' DATA

Collecting this data helps us send information about any event an individual may be attending and future events, which may be of interest to them. Event delegates, who are not members of the Association, are asked to consent to receive information about future events.

Specifically, we may use data:

- For our own internal records
- To contact you with response to a specific enquiry
- To send you updated information about an event you are registered to attend
- To send you information about future events, which may be of interest to you

## COOKIES AND HOW WE USE THEM

A cookie is a small file placed on your computer's hard drive. It enables our websites to identify your computer as you view different pages on our websites. Cookies policies are available on BASO~ACS website [www.baso~acs.org.uk](http://www.baso~acs.org.uk).

## LINKS TO THIRD PARTY SITES

The BASO ~ ACS websites contains links to other websites. Please note that we have no control of websites outside the domain:[www.baso.org.uk](http://www.baso.org.uk). Therefore, BASO~ACS accepts no liability for the privacy practices or content of websites that may be linked to BASO's website.

BASO~ACS provides these links to you only as a convenience and the inclusion of any link does not imply endorsement of the website by BASO~ACS. You are responsible for viewing and abiding by the privacy statements and terms of use posted on any linked sites. Always be wary when submitting data to websites and read the site's privacy policy in full.

## CONTROLLING INFORMATION ABOUT YOU

When you complete a BASO ~ ACS membership application form you will be asked to:

- Opt-in to receive communications from us by email or post
- Opt-in to have your details passed to your regional representative (for applicable membership grades)
- Opt-in to have your details passed to ESSO and the EJSO (for applicable membership grades)

As a non-member delegate attending an event run by BASO~ACS you will be asked, when appropriate, to:

- Opt-in to have your name and hospital name printed on the delegate list
- Opt-in to have your name and hospital name shown on the Conference App
- Opt-in to receive information about future events run by the Association

If you have agreed that we can use your information in this way, you can change your mind by contacting us:

- Send an e-mail to [admin@baso.org.uk](mailto:admin@baso.org.uk)
- Write to us at BASO ~ The Association for Cancer Surgery, at the Royal College of Surgeons of England, 35 – 43 Lincoln's Inn Fields, London, WC2A 3PE

The BASO ~ ACS do not release your details to any organisation or external body unless we have your permission. Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1998 and GDPR.

*"GDPR" means Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) from 25 May 2018.*

## SUBJECT ACCESS REQUESTS

You have the right to request a copy of the data we hold about you free of charge (excessive requests by an individual for this information may attract a small admin fee). You also have the right to be forgotten if you no longer wish us to hold information about you.

Information about how to make a request is as follows:

Please contact the Data Manager either by e-mail at [admin@baso.org.uk](mailto:admin@baso.org.uk) or by post at BASO ~ The Association for Cancer Surgery, at the Royal College of Surgeons of England, 35 – 43 Lincoln's Inn Fields, London WC2A 3PE.

Requests should be titled, "Subject Access Request" and should be accompanied by proof of ID and an outline of the nature of your request, i.e. are there specific documents you wish to access or are you requesting a general search of our records. Requests will be complied with within one month.

## DATA RETENTION

For members we retain the following documents for the duration of their membership:

- Paper copy of their membership form
- Confirmation of membership letter
- Paper copy of their Direct Debit Mandate
- Miscellaneous correspondence received or sent to the individual member during their membership term.

When a member lapses their membership we retain the paper copy of their membership form for a period of one year, all other paper documents/correspondence on file are securely destroyed.

Once a member has lapsed for one year, their original paper membership form and confirmation of membership are scanned and saved to their record on the membership database. The paper documents are then securely destroyed.

BASO ~ ACS retain the records of lapsed members in electronic form but cease to communicate with the individual unless they have expressed otherwise. This includes a record of subscriptions paid, events attended and delegate fees paid. It does not include any bank or credit card details.

For non-members who have attended Association events, electronic data is retained for the purpose of identifying proof of event attendance and, if consent has been obtained, for contacting individuals about future events.

## SECURITY

We will always hold your information securely. To prevent unauthorised disclosure or access to you information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with the Data Protection Act 1998 and GDPR.

## BREACHES

BASO ~ ACS has put in place the appropriate procedures to ensure personal data breaches are detected, reported and investigated effectively. We have mechanisms in place to assess and then report relevant breaches to the ICO where the individual is likely to suffer some form of damage (e.g. through identity theft or confidentiality breach). There are also appropriate mechanisms in place to notify affected individuals where the breach is likely to result in a high risk to their rights and freedoms.

Any wilful disregard or intentional breach of the Data Protection Policy by employees shall be regarded as a disciplinary offence and handled within the BASO ~ ACS Disciplinary Procedures. Any wilful disregard or intentional breach of the Data Protection Policy by data processors (and identified data controllers in their own right) acting on 'BASO ~ ACS' behalf under contract shall be regarded as a breach of contract and treated as such.

BASO~The Association For Cancer Surgery  
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