

# Privacy Notice – British Thyroid Association

## Introduction

This Privacy Notice sets out details of the information that we, as a membership organisation, may collect from you and how that information may be used. Please take your time to carefully read this Privacy Notice.

## About Us

In this Privacy Notice we use "We" or "our" or "us" to refer to the British Thyroid Association which is using your personal information.

In the event that you have any queries, comments or concerns in respect of the manner in which we have used, or potentially will use, your personal information then you should contact us directly on [cm682@medschl.cam.ac.uk](mailto:cm682@medschl.cam.ac.uk) and we would be happy to discuss this further.

## What personal data do we collect?

The personal data we collect depends on whether you just visit our website or use our services.

### Log Data

Like most website owners, we collect information that your browser sends whenever you visit our website ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we use third party services such as Google Analytics that collect, monitor and analyse this data in order to improve the content of our site and to make it more relevant and helpful to our visitors. If you wish to opt out of this for our site and others using Google Analytics [you can do so here](#).

### Cookies

Like many sites, we use "cookies" to collect information. A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies do not provide us with access to your computer or any information about you other than that which you have shared with us.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. Look for information such as “[Delete and manage cookies](#)”

### **Required data from you**

If you use our services, personal data is required to fulfil the requirements of a contractual or service relationship, which may exist between you and this organisation. This may be collected via our E-mail, via a phone call or in person.

We collect your:

- a) Name
- b) Contact details, such as postal address, email address and telephone number (including mobile number)
- c) Financial information
- d) Occupation
- e) Place of work

From 25 May 2018, the current Data Protection Act will be replaced by the EU General Data Protection Regulation (GDPR) and a new Data Protection Act. All uses of your information will comply with the GDPR and the new Data Protection Act from that date onwards.

### **How do we collect your information?**

Information may be collected directly from you when:

- a) You take out membership with us
- b) You attend one of our events
- c) You submit a query to us including by email or by social media
- d) You correspond with us by letter, email, or social media.

## How do we communicate with you?

We may communicate with you in a range of ways, including by telephone, email, and/or post.

If we contact you using the telephone number(s) which you have provided (landline and/or mobile), and you are not available - which results in the call being directed to a voicemail and/or answering Service - we may leave a voice message on your voicemail and/or answering service as appropriate, and including only sufficient basic details to enable you to identify who the call is from, very limited detail as to the reason for the call and how to call us back.

## What are the purposes for which your information is used?

We may 'process' your information for a number of different purposes (***“processing” is essentially the language used by the law to mean using your data***) each time we use your data we must have a specific legal justification to do so.

Generally we will rely on the following legal justifications, or 'grounds':

- Taking steps at your request so that you can enter into a contract with us to become a member
- For the purposes of providing you with services pursuant to a contract between you and us
- We have an appropriate business need to process your personal information and such business need does not cause harm to you. We will rely on this for activities such as quality assurance, maintaining our business records, monitoring outcomes and responding to any complaints.
- You have provided your consent to our use of your personal information.

Note that failure to provide your information further to a contractual requirement with us may mean that we are unable to set you up as a member or facilitate the provision of our services.

As a membership organisation we need to carry out marketing but are mindful of your rights and expectations in that regard. As a result, we will only provide you with marketing which is relevant to

our organisation and about events or updates which may be of interest to you where you have provided your consent for us to do so.

We may also provide marketing information to you (including information about other events offered by selected third-party partners) in accordance with preferences you have expressed.

We may disclose your information to the third parties listed below for the purposes described in this Privacy Notice. This might include:

- Officers of the organisation.
- Our third party service providers such as administrators, IT suppliers and accountants

If you no longer wish to receive marketing newsletters, you can always contact us using via [cm682@medschl.cam.ac.uk](mailto:cm682@medschl.cam.ac.uk) to update your contact preferences.

If you no longer wish to receive non-website based marketing information, please contact us.

## **How long do we keep personal information for?**

We will only keep your personal information for as long as reasonably necessary to fulfil the relevant purposes set out in this Privacy Notice and in order to comply with our legal and regulatory obligations.

If you would like further information regarding the periods for which your personal information will be stored, please contact us via [cm682@medschl.cam.ac.uk](mailto:cm682@medschl.cam.ac.uk) .

## **You are entitled to the following under data protection law.**

Under Article 15(1) of the GDPR we must usually confirm whether we have personal information about you. If we do hold personal information about you we usually need to explain to you:

- i. The purposes for which we use your personal information
- ii. The types of personal information we hold about you
- iii. Who your personal information has been or will be shared with

- iv. Where possible, the length of time we expect to hold your personal information. If that is not possible, the criteria we use to determine how long we hold your information for
- v. If the personal data we hold about you was not provided by you, details of the source of the information
- vi. Whether we make any decisions about you solely by computer and if so details of how those decision are made and the impact they may have on you
- vii. Your right to ask us to amend or delete your personal information and we legally have 30 days to do this.
- viii. Your right to ask us to restrict how your personal information is used or to object to our use of your personal information
- ix. Your right to complain to the Information Commissioner's Office

We may update this Privacy Notice from time to time to ensure that it remains accurate, and the most up-to-date version can always be found at [www.british-thyroid-association.org](http://www.british-thyroid-association.org)

This Privacy Notice was last updated on **June 1<sup>st</sup> 2018**.