



Privacy Notice

This Privacy Notice explains what you can reasonably expect about the way the British Association of Stroke Physicians (BASP) collects and processes your personal information. Please read it carefully and keep a copy for your own records. This document is also available on our website www.basp.ac.uk.

If you require further clarification about Data Protection and Privacy, please contact BASP via their management company Fitwise Management Ltd; contact details below.

BASP's promise

BASP is committed to respecting your privacy and ensuring the personal information you have entrusted to us is processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) that comes into force in May 2018. The GDPR strengthens your rights and gives you control over the personal information that organisations hold about you.

Why does BASP collect personal information

BASP acts as a specialist membership medical society for doctors and other clinicians practising stroke medicine, in order to advance the practice of stroke medicine and to further the professional interests of our members– this core purpose is termed BASP's 'legitimate interest' and is described in more detail on our website <https://basp.ac.uk/what-we-do/>. BASP therefore collects your personal information on the lawful basis of 'legitimate interests' in order to effectively discharge its activities as a specialist medical society, including:

- the processing of membership applications
- the processing of membership subscriptions by bank standing order or direct debit
- communicating with you and keeping you informed of BASP's activities
- keeping you informed about the activities of other organisations that have aims broadly in keeping with the charitable aims of BASP and that may be of professional interest to BASP members
- other functions of a specialist medical society, such as supporting members' applications for clinical excellence awards and discharging our obligations as a registered charity.

How BASP collects personal information

BASP collects personal information from you when you apply to become a member, and at other times in accordance with BASP's charitable activities as a specialist membership medical society, such as when we invite members to submit applications to stand in elections for the offices of BASP, or to apply for support with clinical excellence award applications. We may also collect personal information when you visit BASP's website or communicate with BASP by email or by post.

The personal information BASP collects

- Personal identifiers such as your title, name, job, GMC number and work location
- Contact details including postal address, postcode, email and telephone number
- Financial information such as your bank details
- Professional information such as that contained within your curriculum vitae and/or clinical excellence award application
- Records of any correspondence with BASP.

Sensitive Personal Information

Certain categories of personal information are recognised as more sensitive and in need of more protection ('special category data'). This includes, but is not limited to, data that reveals your race, ethnic origin, religious beliefs or health issues. BASP will always safeguard and process any such sensitive personal information with the greatest care and in accordance with the GDPR.

Sharing of Personal Information

BASP may share your personal information with trusted third parties where they are contracted to develop or maintain our systems (for example, BASP's website). Such third parties are obliged to process your personal information only on BASP's instructions and in accordance with the applicable data protection and privacy law within the UK. BASP will not share your personal information with any other organisation either inside or outside the UK.

BASP has appointed Fitwise Management Limited ("**Fitwise**") to provide the association with certain key management services. These management services are essential to the functioning of our association and we have a close working relationship with Fitwise, with a documented services agreement between us. As a result, information that we may collect about you will be disclosed to Fitwise. The information collected and processed on our behalf by Fitwise will only be used for the purposes of managing our site, our association membership services, organising events, and communicating with you on our behalf. Fitwise will not use this information themselves for marketing, and will not share your personal information with any other organisation either inside or outside the UK.

How long will BASP keep your Personal Information

BASP will keep your personal information only for as long as is necessary and in accordance with statutory requirements.

Your Personal Information - Rights and Choices

The GDPR gives you the right:

- To request in writing and securely obtain copies of the personal information BASP holds about you
- To correct or update your personal information held by BASP
- To request BASP to delete or remove your personal information
- To lodge a complaint with the Information Commissioner's Office (www.ico.org.uk) about how BASP has managed your personal information.

Please use the member's area of the BASP website if you wish to update your personal information. If you wish to ask BASP to delete or remove your personal information, or to raise a concern or pay a compliment about the way that BASP has handled your personal information, please use the contact details below.

Changes to this Privacy Notice

BASP will review this Privacy Notice regularly and may update it at any time, for example if there are any changes in the law or in how BASP operates. Please check the BASP website from time to time. If there are any significant changes in the way BASP processes your personal information a prominent notice will be provided on the website or we may send you a notification.

What to do if you have Questions, Comments or Requests

If you have any questions, comments or requests regarding our Privacy Policy then please do not hesitate to get in touch with us. Please address your queries to:

Data Privacy Officers
Fitwise Management Limited
Blackburn House
Redhouse Road
Seafield, Bathgate
West Lothian
EH47 7AQ
or
privacyofficers@fitwise.co.uk
or
Telephone: 01506 811077