



"ESTO PERPETUE"

THE HARVEIAN SOCIETY OF LONDON
FOUNDED 1831

LETT SOM HOUSE
11 CHANDOS STREET,
LONDON, WIG 9EB
Telephone: 020 7580 1043
Fax: 020 7580 5793

email: harveiansoclondon@btconnect.com

Dear Member

THE HARVEIAN SOCIETY OF LONDON - GENERAL DATA PROTECTION REGULATION 2018 - COMPLIANCE STATEMENT AND INFORMATION FOR MEMBERS

The General Data Protection Regulations (GDPR) will apply in the UK from 25 May 2018. This statement and information has been compiled using the ICO guidance document (which is available at <https://ico.org.uk/media/for-organisations/data-protection-reform/overview-of-the-gdpr-1-13.pdf> for reference if required)

The Harveian Society of London undertakes to process personal data held lawfully, fairly and in a transparent manner. Data collected and held will be for specific, explicit and legitimate purposes and not further processed in any manner which is incompatible with the purposes of administering The Society.

The Harveian Society of London will only request and hold personal data that is relevant, adequate and limited to that required for the administration of the Society. Personal Data will be kept in a form which permits identification of subjects for no longer than necessary, which includes archiving for historical purposes when permission is received. Personal data will be permanently deleted on resignation if requested.

Personal Data will be kept encrypted and password protected. Back-ups of data will overwrite previous versions such that amendments are deleted and not held on record for any longer than two calendar months in accordance with the security and recovery of data practices at the Medical Society.

Governance and Recording

<u>Name of Organisation</u>	The Harveian Society of London
<u>Data Protection Officer</u>	The Executive Secretary
<u>Purposes of Data Holding and Processing</u>	The administration of The Society
<u>Details of Subjects</u>	Members of The Society – Data provided on joining
<u>Retention Schedules</u>	Whilst membership is live and thereafter for historical records as agreed
<u>Technical and Security</u>	Data on Access Database held on encrypted NAS Drive and password protected. Back up discs locked for security.

Lawfulness of Processing

Personal Data shall only be processed for the business of the administration of the Society, or to comply with a legal obligation and with the consent of the data subject. Data will not be passed to any third party, at home or abroad, without the specific consent of the subject.

Right to Object

Any member may object to the processing of their data for the administration of the Society on grounds relating to his or her particular situation, although this will make the administration of their membership very much more complex.

Any member may object to their data being used for historical recording of the Society's activities at any time.

Consent

Personal Data will not be held by the Society without specific consent which, from 25 May 2018 will be opt-in only for new members. For current members, as there is no change to the lawful basis for consent (the legitimate running of the Society), fresh consent will not be sought, although the right to remove consent, which is applicable to all, will be refreshed at the AGM in November 2018.

Data Protection Officer

The Executive Secretary is the DPO for the Harveian Society and can be contacted at harveiansoclondon@btconnect.com

Right to Complain

Any member may make a formal complaint about the way in which their data is held or used at any time. The complaint may be made formally to the Trustees of The Harveian Society of London or to a supervisory authority as advised by the ICO.

Right of Access

Any member may request access to their personal data held by the Society and this will be responded to, at the latest, within one month of the request being made although more normally within 7 working days.

Right to Rectification

Any member may provide amendments or corrections to their personal data at any time. Corrections, amendments and rectifications will be made within 5 working days.

Right to Erasure

Any member may request that their data be removed from the Society's records at any time although this will render the administration of their continuing membership more complicated. Any member who resigns from the Society may request that their data is deleted at any time from their date of resignation. The Society as a learned organisation may keep data on file, with permission, for historical reasons.

Right to Restricted Processing

The Society will not process data for any other purpose than the administration of the Society.

Right to Data Portability

Within the bounds of the IT supporting the Society, data will be provided in a portable fashion upon request.

Breach Notification

The DPO will take action on any discovered or reported breach of GDPR or of personal data immediately.

The DPO will notify the ICO of any breach of personal data (as outlined in the GDPR).

Any questions may be directed at The Executive Secretary for clarification.