



## **Data Privacy Notice**

Our Privacy and Fair Processing Notice describes the categories of personal data we process and for what purposes. We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR).

### **1. Who are we?**

The Platelet Society is a registered UK charity. We promote excellence in research, education and public awareness of platelet biology in human health and disease. Our registered charity number is 1172202 and we are governed by our constitution (revised May 2020).

Our registered address is: **Office 735, 37 Ludgate Hill, London, EC4M 7JN.**

Our Trustees Committee is the data controller for the information we collect from you. Any personal data that we collect will only be in relation to the work we do with our members and through our relationship with supporters, donors and funders.

### **2. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our Society's (the data controller's), possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **3. How we gather personal information**

The majority of the personal information we hold, is provided to us directly by yourself in either paper form or via our online membership system or for event registration.

### **4. How do we process your personal data?**

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We process the data to have the ability to contact the member to inform them of meetings and events that the Society itself may be running or attending.

We use personal data for the following purposes:

- we collect personal and medical information for the protection of that person whilst in attendance at Society events
- we collect data on members religious, ethnic, gender, sexuality and disabilities to respect a person's beliefs with regards to Society activities and to ensure our Society is inclusive
- To administer membership records

- To fundraise and promote the interests of the Society
- To manage our volunteers
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services.

## **5. What is the legal basis for processing your personal data?**

We only use your personal information where that is permitted by the laws that protect your privacy rights. We only use personal information where:

- We need to use the information to comply with our legal obligations
- We need to use the information to contact you, regarding meetings, events, collection of membership fee's etc, (i.e. for the day to day running of the Society)
- It is fair to use the personal information in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about products or services.
- The processing is necessary for the person's legitimate interests or the legitimate interests of our Society unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

## **6. How we store personal data**

Personal data is stored in a number of forms including paper and electronic formats such as on computers, spreadsheets and databases including our website. Any third party providers for data storage must demonstrate to us that they are aligned with the GDPR principles.

We are committed to the protection of your personal information.

- We generally store personal information in one or two secure digital online database systems, where access to that data is restricted and controlled.
- Our online membership system is managed through our website using PaidMembershipsPro. This system is used for the collection and storage of member personal data.
- Payments to the Society are managed using Stripe and the society can only see partial financial details. This system is used for the collection of membership fees and registration fees for events.

Printed records and Event data

Paper is still used within the sections and events to capture and retain some data for example the following:

- Events coordination with event organisers.

In all cases paper records are used for temporary management of events and are destroyed at the event conclusion. Where paper is used to collect information, data is transferred to our secure digital systems as soon as possible before the paper form is destroyed.

Gift Aid collection forms, will be securely held by the Society Treasurer to aid in the collection of Gift Aid where appropriate. We have a legal obligation to retain this information for 7 years after our last claim.

## **7. Events**

As a member of the Platelet Society it is hoped you will take up the opportunity to attend events. Where is necessary to fulfil our legal obligations we will be required to potentially have a less secure means to access personal information, such as printouts of personal contacts and medical information, (including specific event contact forms), rather than relying on secure digital systems, as events may be held where internet and digital access may not be reliable. We will minimise the use of paper to only what is required for the event.

We will ensure:

- Transfer of paper is secure, such as physical hand to hand transfer or registered post.
- Paper forms are securely destroyed after use.
- Secure destruction will be through a shredding machine or confidential waste disposal service.
- Always keeping the paper records secure, especially when in transit, by using:
  - A lockable brief case.
  - A lockable filing cabinet or office if long term stored.
  - If transferred to somebody, we will audit that they return them when the event is complete.

## **8. Sharing and transferring personal information**

We will only normally share personal information within our Society.

We will however share your personal information with others outside our Society where we need to meet or enforce a legal obligation, this may include local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

We will never sell your personal information to any third party for the purposes of marketing.

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so. We will take steps to anonymise the data we provide (i.e. collective reporting on gender, ethnicity, age, etc.). If identifiable data is to be shared we will seek your consent.

## **9. Third Party Data Processors**

The Platelet society utilises the services of the following third-party data processors:

- PaidMembershipsPro via our membership system and website which is used to record the personal information of members.
- Stripe is a payment processing platform and website, which is used to record the payments of members for membership and registration fees.
- Dropbox Inc is occasionally used for secure transfer of limited personal information for events.

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*Reviewed: 28th August 2020*

- Google LLC is used for collection, management and secure transfer of personal information for events and Society activities.

## **10. Automated decision making**

The Platelet Society does not have any automated decision-making systems.

## **11. Transfers outside the UK**

The Platelet Society will not transfer your personal information outside of the UK, with the exception where an event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations, although generally such an event will have its own data collection form which will be securely held and disposed of after the event.

## **12. How do we protect personal data?**

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for as long as necessary for the purpose for which it is used.

## **13. How long do we keep your personal data?**

We will retain your personal information, throughout the time you are a member of the Platelet Society.

We will retain your full personal information for a period of one year after you have left the Society to fulfil our legal obligations for any insurance and legal claims.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC.

## **14. Your rights and your personal data**

You have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed – you have a right to know how your data will be used by The Platelet Society.
- The right to access your personal data – you can ask us to share with you the data we have about you.
- The right to rectification – this just means you can update your data if it is inaccurate or if something is missing.
- The right to erasure – this means that you have the right to request that we delete any personal data they have about you. There are some exceptions, for example, some information can be held for legal reasons.

- The right to restrict processing – if you think there is something wrong with the data being held about you, or you are not sure if we are complying to rules, you can restrict any further use of your data until the problem is resolved.
- The right to data portability – this means that if you ask us we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- The right to object – you can object to the ways your data is being used. This should make it easier to avoid unwanted marketing communications and spam from third parties.
- Rights in relation to automated decision making and profiling – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input.

Whether or not you exercise your new rights is up to you – the main thing to remember is that they're there if you need them.

### **15. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **16. Contact Details**

To exercise all relevant rights, queries, or complaints please in the first instance contact our Data Protection Lead by email on [info@plateletsociety.co.uk](mailto:info@plateletsociety.co.uk)

If you have any queries regarding data protection regulations you can contact the UK Information Commissioner's Office.

Telephone: 0303 123 1113  
Email: <https://ico.org.uk/global/contact-us/email/>  
Post: Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire.  
SK9 5AF.