

# APM Privacy Policy

The Association for Palliative Medicine of Great Britain and Ireland is committed to safeguarding your privacy. Contact us at if you have any questions or problems regarding the use of your Personal Data and we will gladly assist you.

By using this site or/and our services, you consent to the processing of your personal data as described in this Privacy Policy.

## Table of contents

1. Definitions used in this Policy
2. Data protection principles we follow
3. What rights do you have regarding your personal data
4. What personal data we gather about you
5. How we use your personal data
6. Who else has access to your personal data
7. How we secure your data
8. Information about cookies
9. Contact information

### 1) Definitions

- **Personal Data:** any information relating to an identified or identifiable natural person
- **Processing:** any operation or set of operations which is performed on Personal Data or on sets of Personal Data
- **Data subject:** a natural person whose personal data is being processed
- **Child:** a natural person under 16 years of age
- **We / us:** (either capitalised or not) The Association for Palliative Medicine of Great Britain and Ireland

### 2) Data protection principles

We promise to follow the following data protection principles:

- Processing is lawful, fair and transparent. Our processing activities have lawful grounds. We always consider your rights before processing personal data. We will provide you with information regarding processing upon request.
- Processing is limited to the purpose. Our processing activities fit the purpose for which personal data was gathered.
- Processing is done with minimal data. We only gather and process the minimal amount of personal data required for any purpose.
- Processing is limited with a time period. We will not store your personal data for longer than needed.
- We will do our best to ensure the accuracy of data.
- We will do our best to ensure the integrity and confidentiality of data.

### 3) Data subject's rights

The Data Subject has the following rights:

1. Right to information – meaning you have to right to know whether your personal data is being processed; what data is gathered, from where it is obtained and why and by whom it is processed.

2. Right to access – meaning you have the right to access the data collected from / about you. This includes your right to request and obtain a copy of your personal data gathered.
3. Right to rectification – meaning you have the right to request rectification or erasure of your personal data that is inaccurate or incomplete.
4. Right to erasure – meaning in certain circumstances you can request for your personal data to be erased from our records.
5. Right to restrict processing – meaning where certain conditions apply, you have the right to restrict the processing of your personal data.
6. Right to object to processing – meaning in certain cases you have the right to object to processing of your personal data, for example in the case of direct marketing.
7. Right to object to automated processing – meaning you have the right to object to automated processing, including profiling; and not to be subject to a decision based solely on automated Processing. This right you can exercise whenever there is an outcome of the profiling that produces legal effects concerning or significantly affecting you.
8. Right to data portability – you have the right to obtain your personal data in a machine-readable format or if it is feasible, as a direct transfer from one processor to another.
9. Right to lodge a complaint – in the event that we refuse your request under the rights of access, we will provide you with a reason as to why. If you are not satisfied with the way your request has been handled please contact us.
10. Right for the help of [supervisory authority](#) – meaning you have the right for the help of a supervisory authority and the right for other legal remedies such as claiming damages.
11. Right to withdraw consent – you have the right withdraw any given consent for processing of your personal data.

#### 4) Data we gather

##### **Information you have provided us with**

This might be your e-mail address, name, billing address, home address, etc., – mainly information that is necessary for registering and administering your membership of the APM, keeping you up to date with the work of the APM, informing you of educational events, meetings and other opportunities and informing you of national policy or alerts. We save the information you provide us with in order for you to comment or perform other activities on the website. This information includes, for example, your name and e-mail address.

##### **Information automatically collected about you**

This includes information that is automatically stored by cookies and other session tools, e.g. your IP address. This information is used to improve your membership experience. When you use APM services or look at the contents of our website, your activities may be logged.

##### **Publicly available information**

We might gather information about you that is publicly available.

## 5) How we use your personal data

We use your personal data in order to:

- Provide our service to you. This includes, for example, registering your membership; providing you with e-Bulletins, information about elections, education events, APM surveys and job vacancies as part of your membership; communicating with you in relation to national initiatives, consultations and alerts relating to palliative, supportive and end of life care; communicating and interacting with you; and notifying you of changes to any change in APM services and functions (and related information)
- fulfil an obligation under law or contract

We use your Personal Data on legitimate grounds and/or with your Consent. On the grounds of entering into a contract or fulfilling contractual obligations (i.e. membership of the APM), we process your personal data for the following purposes:

- to identify you
- to provide you with information in relation to your membership of the APM
- to communicate about things relevant to palliative medicine in which you may be interested

On the ground of legitimate interest, we process your personal data for the following purposes:

- to send you e-mails regarding e-Bulletins, information about elections, education events, APM surveys and job vacancies, national initiatives, consultations and alerts relating to palliative, supportive and end of life care (and related information)
- to administer and analyse our membership base (demographics) in order to improve the quality, variety, and availability of benefits we provide as an Association
- to conduct membership questionnaires about subjects relevant to Palliative Medicine

As long as you have not informed us otherwise, we will consider communicating with you about subjects relative / important to Palliative Medicine that may be of legitimate interest. With your consent we process your personal data for the following purposes:

- to send you e-mails regarding e-Bulletins, information about elections, education events, APM surveys and job vacancies, national initiatives, consultations and alerts relating to palliative, supportive and end of life care (and related information)
- for other purposes we have asked your consent for

We process your personal data in order to fulfil obligation arising from law and / or use your personal data for options provided by law. We reserve the right to anonymise personal data gathered and to use any such data. We will use data outside the scope of this Policy only when it is anonymised. We save your membership information and other information gathered about you for as long as needed for accounting purposes or other obligations deriving from law, but not longer than seven (7) years.

We might process your personal data for additional purposes that are not mentioned here, but are compatible with the original purpose for which the data was gathered. To do this, we will ensure that:

- the link between purposes, context and nature of personal data is suitable for further processing

- the further processing would not harm your interests
- there would be appropriate safeguard for processing

We will inform you of any further processing and purposes.

## 6) Who else can access your personal data

We do not share your personal data with strangers.

Should it ever be necessary, we will only work with processing partners who are able to ensure adequate level of protection to your personal data. We disclose your personal data to public officials when we are legally obliged to do so. We might disclose your Personal Data to third parties if you have consented to it or if there are other legal grounds for it.

## 7) How we secure your data

We do our best to keep your personal data safe. We use safe protocols for communication and transferring data (such as HTTPS). We use anonymising and pseudonymising where suitable. We monitor our systems for possible vulnerabilities and attacks.

Even though we try our best, we cannot guarantee the security of information. However, we promise to notify suitable authorities of any data breaches. We will also notify you if there is a threat to your rights or interests. We will do everything we reasonably can to prevent security breaches and to assist authorities should any breaches occur.

If you have an account with us, note that you have to keep your username and password secret.

## Children

We do not intend to collect or knowingly collect information from children. We do not target children with our services.

## 8) Cookies and other technologies we use

We do not routinely collect cookies, which are tiny text files stored on your computer. Cookies store information that is used to help make sites work. Only we can access the cookies created by our website. You can control your cookies at the browser level. Choosing to disable cookies may hinder your use of certain functions.

### We use cookies for the following purposes:

- **Necessary cookies** – these cookies are required for you to be able to use some important features on our website, such as logging in. These cookies don't collect any personal information
- **Analytics cookies** – these cookies are used to track the use and performance of our website and services

You can remove cookies stored in your computer via your browser settings. Alternatively, you can control some third party cookies by using a privacy

enhancement platform such as [optout.aboutads.info](http://optout.aboutads.info) or [youronlinechoices.com](http://youronlinechoices.com). For more information about cookies, visit [allaboutcookies.org](http://allaboutcookies.org).

### 09) Contact information

Association for Palliative Medicine of Great Britain and Ireland, c/o Compleat Secretariat Services Ltd, Lancaster Court, 8 Barnes Wallis Road, Fareham, PO15 5TU. 01489 668 332 E-mail: [Compleat Secretariat](mailto:Compleat Secretariat)

### Changes to this privacy policy

We reserve the right to make change to this Privacy Policy. Last modification was made on 24 May 2018.