

The Midland Ophthalmological Society

Council

President: Miss H Palmer

Ex Officio President: Mr J Deutsch

Secretary: Miss J Edwards

Secretary: Mr T Sharma

Treasurer: Mrs R Robinson

Web: www.midophth.com



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Secretariat

Rachel Davis and Jaspal Sandhu

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Privacy Policy - 2018

On the 25th May 2018, the General Data Protection Ruling (GDPR), the new European law regulating data protection across Europe came into effect, replacing the 1995 EU Data Protection Directive. The UK's Data Protection Bill passed into law on the same day, as the Data Protection Act 2018, effectively implementing the GDPR into UK law.

The purpose of the GDPR and the UK's Data Protection Bill is to provide a set of standardised data protection laws across EU member countries (and post-Brexit UK) which give EU and UK citizens greater control over their personal data. For example, giving you greater transparency into how your data is being used and ensuring that the organisations you entrust with your data are taking care of it.

The regulation comes at a time when more and more personal data is being generated by every individual as they use more services and technologies. This Privacy Policy has been written by the Council of the Midland Ophthalmological Society (hereafter referred to as the MOS or the Society) in response.

1. Privacy Notice – How we use members' and sponsors' information

The MOS takes the privacy of its members' and sponsors' data subjects seriously, and the Society will only use personal information for administrative purposes and for communicating with members and sponsors about membership of the Society and about relevant events and activities.

We are a '**Controller**' of the personal information that you provide to us and this privacy policy sets out why, how and for how long we will use your personal data, as well as with whom it is shared. It also explains your legal rights as a data subject and how to exercise them.

2. Why data is held

We have a legitimate interest in using your data to manage your membership of the Society. We send out emails to members regarding membership and relating to Society decisions, events and activities, for example details about junior award submissions, AGM agenda and minutes, for members to vote on society matters etc. In particular we inform members about forthcoming MOS meetings, including dates/ venues/ programmes/ registration details.



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Members are reminded that to attend MOS meetings they must register for each event in advance using the link provided.

We may occasionally be asked to forward relevant information to our members by related organisations such as other Ophthalmological Societies, the Royal College of Ophthalmologists or divisions of the NHS. Such information would be forwarded to members at the discretion of the MOS **'Data Controller'**.

The MOS **'Data Controller'** is designated as one of the Council Secretaries, currently Miss Juliette Helen Edwards. Other members of the MOS Council and MOS Secretariat are **'Data Processors'**. The current MOS Council and Secretariat members are given above and changes will be updated in future on our website, www.midophth.com.

3. What data is collected

i) MOS Membership Data

On joining the MOS, we ask you to complete a membership form, thereby providing us with the following personal details:

- Title
- Initial/s
- Surname
- Home address
- Hospital base
- Post held
- GMC number
- E-mail
- Mobile number
- Work telephone number

We are only going to retain details of Go Cardless paid up members and West Midlands trainees in our members' spreadsheet in future, and all other data subjects shall be removed from the database. Individuals will remain on the members' database and e-mailing list so long as they subscribe to MOS Go Cardless payments/ are having their MOS membership funded by the Deanery as they are on the West Midlands Trainees' List, unless they notify MOS Council that they wish their details to be removed. Removal of all of an individual's data will terminate MOS membership. If the West Midlands Deanery ceases to pay for trainee subscriptions in the future, then all Trainees' details will be removed from the mailing list unless they become paid up members via Go Cardless.

We will add to the database the names, e-mail addresses, grades and places of work of those who wish to remain on the e-mailing list as non-members, but only if the Data Controller is positively advised of consent for this by e-mail, at becomemosmember@gmail.com, with 'Remain on MOS mailing list' in the subject box. Every five years, this group of individuals will be asked if they still wish their details to remain on the list.

Details of forthcoming meetings and other MOS information will remain up to date and visible **to all** on our website, www.midophth.com.

ii) Go Cardless Data

In order for our members to pay Annual Subscriptions to the Society, you also enter the following details onto the Go Cardless website:

- Forename



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- Surname
- E-mail
- Address
- Sort code
- Account number

The e-mail address given by members to subscribe to Go Cardless will be used as the default e-mailing address by the MOS Secretariat as it is deemed likely to be the e-mail address held that is most up to date.

Please note that West Midlands Trainees do not need to sign up to Go Cardless, as the West Midlands Deanery is paying the membership subscriptions of these trainees annually.

It is important that when training ceases, with appointment to Consultant or SAS posts, that membership subscriptions are then paid by individuals by subscribing to Go Cardless.

Go Cardless is independent of the MOS as a Data Controller of personal data with regard to the information they hold on our members, and has its own policies in relation to data protection. With the GDPR having come into effect in May 2018, Go Cardless welcomed the opportunity to deepen their commitment in the areas of data privacy and security. They made changes to their policies, processes, products and systems to ensure that they comply with the regulation and continue to put data protection first. As of 14 May 2018, they updated their online contracts, including their [Privacy Notice](#) and [Merchant Agreement](#) (use links to read these documents).

iii) Sponsors' Data

A separate spreadsheet is held with the details of representatives who are sponsoring the MOS in the current tax year; representatives who subsequently declare an interest in supporting the Society will be added to this spreadsheet.

This will be reviewed annually prior to a new tax year beginning, with only those sponsors who confirm that they will sponsor the MOS in the new tax year automatically remaining on the database. Other representatives' data will only continue to be held on the database and mailing list if positive consent is obtained from these individuals that they wish for their details to still be held.

iv) Meeting Registration Data

To register for MOS meetings, members and non-members need to complete a secure online registration form via the Secretariat based at the Medical Education Centre of University Hospitals of Coventry and Warwickshire (UHCW). The registration form gathers the following data, and secure payment details if this is required (for non-members only):

- Title
- First Name
- Surname
- Name preference
- E-mail
- GMC/GDC/NMC number
- Designation/ Grade
- Specialty
- Place of work
- Postal address
- Post Code
- Country



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- Telephone
- Twitter account (optional)
- Disability (please specify)
- Special dietary requirements

This generates an attendance list utilized by the MOS Council and Secretariat for that meeting. This will be compared with the members' list to check that all those who have declared they are members on registration are indeed paid up members or West Midlands trainees, and not individuals who are on the MOS mailing list who have not subscribed to Go Cardless.

After a meeting, the attendance list is used to e-mail the meeting attendees a link to an online feedback form. Following completion of feedback, named attendance certificates are electronically e-mailed to attendees. A compilation of anonymized feedback is passed on to Council for consideration when planning further meetings.

4. Maintenance of data

Hard copies of completed membership forms, and previously collected direct debit forms, will be destroyed in confidential waste by the Secretariat as soon as member details have been entered onto the MOS members' spreadsheet. Any changes to personal data subsequently notified to us will be transferred to this spreadsheet.

The members' and sponsors' spreadsheets are stored in a password secured Dropbox online which is password protected; only the Data Controller and Secretariat and Treasurer have access to these. A backup of the spreadsheets will be made quarterly, with the previous one being deleted. The Secretariat use servers accessed within the Medical Education Department at UHCW to e-mail members and sponsors.

Members are reminded that subscriptions are taken annually by Go Cardless Direct Debit. Signing up to Go Cardless only needs to be done once, not annually. Council would be grateful however if members could ensure that a change in their bank details is updated on the Go Cardless website to minimize the need to chase failed subscription payments in future.

Failure to pay annual subscription to the MOS via Go Cardless will result in member's details being deleted from the Society members' spreadsheet during the following year.

Separately, we retain a record of the method by which subscriptions were paid previously, in that member previous standing orders are recorded on bank statements which are kept in file by the MOS Treasurer for audit and tax purposes.

5. Sharing of data

The MOS will not share member details with other members. Also we will never share your data to a third party without your prior permission. We will never sell your data to a third party.

MOS e-mail correspondence within Council and Secretariat and e-mail correspondence sent to and received from members and sponsors is archived as a record of MOS activity and in case of future queries.

The MOS Data Controller also holds in storage handwritten MOS archives which date back to the Society's inception. It is the intention of the Society to keep these archives long term as a historic record.



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Photographs taken at MOS events are posted on the website, www.midophth.com, and this post might include name/s, location and date.

Planned and previous speakers are posted in the MOS meeting programmes on the website; sometimes this includes biographical summaries of speakers. Previous junior prize winners are also posted on the website, as are previous council members and presidents.

6. How we protect your personal information

Only the acting MOS Council and MOS Secretariat, as Data Controller and Data Processors, are able to access your personal details.

The Go Cardless membership database online is password protected and only the Data Controller and Secretariat and Treasurer have access to it. Full bank account details provided by members to Go Cardless are not visible to the MOS on this database, only the name of the bank used and the last 4 digits of the account number are visible to us, so we could therefore advise you on which account you have registered for your subscription were you to enquire but we cannot utilize your account details.

7. Removal of data

At any time a member can ask for some or all data held on them to be removed; removal of all data would however terminate membership. Please email the MOS Secretary/ Data Controller at becomemosmember@gmail.com with such requests.

Expired members are welcome to rejoin the Society at any time and would need to provide their personal details again.

8. Your rights and requesting access to your personal data

Under GDPR, members' and non-members' right to view, amend and withdraw data from the Society is protected formally.

It is members' responsibility to contact the MOS Data Controller/ Secretariat if they are not receiving MOS correspondence, or if they believe the data held is incorrect/ incomplete, to ensure their correct contact details are held on the database.

For more details, please address any questions, comments and requests regarding our data processing practices to the MOS Secretary and Data Controller at becomemosmember@gmail.com. Requests shall be responded to individually as soon as possible, and within 30 days.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>.



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