



PRIVACY POLICY

SRRDG are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information about you, how we use it and how we keep it secure.

We may change this policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this policy. This policy is effective from May 2018.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. Any questions regarding this policy and our privacy/data protection practices should be sent by email to: contactsrrdg@gmail.com

When do we collect information from you?

When you apply to become a member of SRRDG we will ask for certain information from you on our member application form <http://www.restdent.org.uk/about-us/membership/srrdg-membership/>. Additionally, if you make a payment to us for membership, seminar days or conferences, your payment amount is recorded. However, your card information and personal bank information is not collected by us or stored.

What type of information is collected from you?

The information we collect about you is restricted to the information requested on the membership application form and information regarding payments you have made to us for events such as seminar days or conferences. Should you contact us regarding an enquiry, reporting a problem on the site or making a complaint, details of this correspondence may also be stored. The information we collect therefore includes:

- Title
- Name
- DOB
- Professional qualifications and dates
- Email address
- Telephone number

- Place of work
- Position/Grade
- Specialty: Restorative/Endodontics/Periodontics/Prosthodontics
- NHS/Academic trainee
- Date of entry to training and CCST date
- Photo
- Payment amounts for membership/seminar courses/conferences (no personal bank details or card information of any kind are stored)
- Correspondence relating to enquiries, reporting of website problems, complaints

What do we do with the information that is gathered?

We use this information to understand your needs and ensure we can better meet these needs and represent you. Specifically, we collect this information for the following reasons:

- Internal record keeping
- To provide you with access to certain 'members only' sections of the website which holds privileged content
- To provide you with special member rates for our events
- We may periodically send emails which contain news and information about the society and its events. You can always opt out from receiving these emails by visiting the 'Member' section of the website and logging in to change your email preferences
- We may forward on information about third parties which may be of interest to you, such as events being held by allied dental societies or surveys related to Restorative Dentistry and specialist training. These third parties do not have access to your personal details and any information they wish to be passed on to you is done so via SRRDG on their behalf. This information we forward on from them to you is screened by SRRDG Council. If you do not wish to be contacted by third parties, please email contactsrrdg@gmail.com
- When booking events being held by SRRDG we use personal information to allow us to process your booking, notify you of any changes and provide you with the ability to log in and obtain a CPD certificate. Any personal payment details are not stored (such as card information or banking details) other than payment amount.

Where do we store your personal data?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial safeguards to secure the information we collect. All information you provide to us is stored securely.

Unfortunately, the transmission of information via the internet is not completely secure and although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us via email and any transmission is at your own risk. Once we have received your information, we will enforce strict procedures and security features to try to prevent unauthorised access.

Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Personal information relating to payments

When applying for membership or attending our seminar days payment will be arranged by providing you with the SRRDG bank account details for you transfer the payment by whichever means you feel suitable. We therefore do not hold your personal bank information other than the amount of money that has been transferred and your name.

For our annual conference, payment transactions are usually managed online by a third party (e.g. EventBrite) and we do not store any credit/debit card transaction.

How long do we hold personal information about you?

Data is stored for as long as you wish to remain an SRRDG member or remain on the affiliated consultant mailing list.

How we use cookies

Please refer to our cookies policy by visiting the website

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Disclosure of your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you

may find interesting. You can choose to opt out of this by contacting contactsrrdg@gmail.com.

Your rights

- The GDPR and Data Protection Act (1998) gives you the right to access information held about you. Please contact contactsrrdg@gmail.com if you wish to do so
- The GDPR gives you the right to request that your data is deleted should you wish it to be once we have fulfilled the duration of our contract with you
- The GDPR gives you the right to withdraw/amend your consent permissions at any time. You can do this by contacting contactsrrdg@gmail.com
- The GDPR gives you the right to complain to the ICO if you think there is a problem with how we are handling your data

Changes to our privacy policy

- Any changes to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.
- Questions, comments and requests regarding this privacy policy are welcomed and should be made to contactsrrdg@gmail.com

Important points of contact regarding data protection

For the purposes of the General Data Protection Regulation (GDPR) we are required to provide you with the identity of the 'Data Controller' and 'Data Processor'.

- **Data controller:** The data controller determines the purposes and means of processing personal data. For the SRRDG, the data controller, is the Council of the SRRDG who can be contacted via contactsrrdg@gmail.com
- **Data processor:** The data processor is responsible for processing personal data on behalf of a controller. For the SRRDG this is the 1st and 2nd Year Representative (see Council Members page for details)

