



# BSDH Membership Privacy Policy Statement

In compliance with the most recent GDPR, how we collect, store and use your data is defined below.

## What information we hold

We hold the details you provided when you became a member of BSDH:

- Name
- GDC / GMC registration number
- Email address
- Mailing address
- Telephone number(s)
- The date you joined BSDH
- The dates subscription payments were made
- How your subscription was paid (eg direct debit, PayPal, credit card or cheque)

We do not retain any sensitive financial information.

If you need to update your contact details please contact Fiona Trimmingham via the contact details listed below.

## What we use the information for

BSDH (via Hay Green Education (HGE) Ltd) will use your contact details to facilitate your membership of the society by contacting you with updates and new related to BSDH activities. We will use your postal address to send you your copies of the Society's Journal, the Journal of Disability and Oral Health. In order to do this we provide a mailing list (names and addresses) to the mailing house used by the printer of the Journal. This file is password protected.

We may occasionally contact you with requests to participate in research that the committee has approved to be relevant to the aims of BSDH. We may also contact you with notifications of events related to the aims of BSDH, as approved by the officers of the society.

We will not share any contact details with any other third parties unless we are legally required to do so.

## How we store the information

Your contact details are stored on a cloud based database, and with 'MailChimp', a US based email service compliant with the new European GDPR. The membership information on the BSDH website is stored on a server in Europe managed by '1and1' who are also compliant with GDPR. All data is password protected and encrypted at all three locations. We do not keep paper records.

## How long we will keep the information

We will keep your information for the duration of your membership of BSDH, and all information will be deleted should you resign from the society. If your membership is not renewed within three months after the renewal date, your registration will be cancelled in accordance with BSDH's Constitution. We will then remove your details from the database. Records of payment amount, method and date will be kept for seven years to fulfil accounting requirements, after which time they will be deleted.

You can 'unsubscribe' from any email contact by clicking the 'unsubscribe' at the bottom of any of the emails we send to you. Alternatively you can contact us via the contact details below and we will remove your details for the email list.

## Your right to know what we hold

You can check the information we hold for you by logging on to the BSDH website and going to 'My Details' then 'Subscription'. Alternatively please contact us via the contact details below.

## Enquiries

If you have any questions about BSDH and GDPR please contact us at...

- Fiona Trimmingham
- fiona@bsdhmembership.org
- 01302 846 149