

GDPR Privacy Notice

The Faculty of Clinical Informatics (FCI) collects data from its members and interested parties to be able to function. We take safeguarding and protecting of personal information very seriously and the following policy explains how the FCI uses and stores your personal data lawfully and correctly. Personal data is any information that relates to you from which you can be identified by us.

What data does FCI collect?

- Details about your visit to our website, such as pages viewed, and resources accessed. This includes traffic data, location data and other communication data.
- Voluntarily provided information, such as when you register your interest, apply for or purchase membership.
- Any information provided through contact with us via any form of media.

Why does FCI collect this data and how is it used?

We use the information collected when you visit our website, contact us, register interest, apply or subscribe to membership to improve our output and provide you with products, services and information on FCI activities.

How does FCI safeguard the personal data it collects?

The FCI fully adheres to the principles stipulated in the Data Protection Act 1998 by:

- Ensuring fair collection and use of information by observing conditions fully
- Specifying the purposes for which information is used
- Only collecting and processing information essential to legal and operational requirements
- Applying strict checks to determine the length of time information is held
- Ensuring that the rights of individuals whose data we hold can be fully exercised, including:
 - the right to be informed that processing is being undertaken
 - the right to access one's personal information
 - the right to prevent processing in certain circumstances
 - the right to correct, rectify, block or erase incorrect information.
- Ensuring appropriate technical and organisational security measures are in place
- Ensuring that suitable safeguards are in place if personal information is transferred abroad
- Ensuring that appropriate measures are put in place to safeguard any personal data that is processed on its behalf by other organisations

In addition, FCI will ensure that:

- a regular review and audit is made of the way personal information is managed
- methods of handling personal information are regularly assessed and evaluated
- performance with handling personal information is regularly assessed and evaluated.

How can members retain control of the data they share?

You can request details of the personal information we hold about you in accordance with the Data Protection Act 1998. We may ask you for an administrative fee in some circumstances.

If you have a question or would like a copy of the information we hold on you, please write to:

*The Faculty of Clinical Informatics
6 Alie Street
London
E1 8QT*

Or email info@fci.org.uk

If you want to have your details removed from our marketing mailing lists, or to change your preferences, please email info@fci.org.uk.

How long will FCI keep the data?

The FCI will only keep data for as long as is necessary for the purposes for which it is being processed.

Will the data be passed on to third parties?

The FCI may disclose your personal information to third parties:

- In the event that our organisation merges, transfers its assets or is acquired in which case your personal data may be one of the merged, transferred or acquired assets.
- If we are under a duty to disclose or share your personal data to comply with any legal obligation, or to establish, defend or enforce our legal rights or to protect the rights, property, or safety of the FCI, our patrons or others with whom we interact. This includes exchanging information with other organisations for the purposes of fraud protection and credit risk reduction or the police or regulatory authorities.

Our site may, from time to time, contain links to other, third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies or how your data is used by these third parties. Please check the relevant policies before you submit any personal data to these websites.

Security

All information you provide to us is stored on secure servers in the European Union. Any payment transactions will be encrypted using SSL technology and any credit, debit card or payment details you submit online will be processed and held by our third party payment processor, Worldpay. We do not maintain a record of credit or debit card data ourselves.

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

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do what we reasonably can to protect your personal data and we have had this website security tested by a third party, we cannot guarantee the security of your data transmitted to our site and any

such transmission is at your own risk. Once we have received your information, we will use appropriate procedures and security features to try to protect your personal data against unauthorised or unlawful access or accidental loss, destruction or damage.

Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally; it is statistical data which does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you wish. This can be done within the 'settings' section of your computer. For more information please read the advice at <https://www.aboutcookies.org/>.

Changes

We may make changes to this statement from time to time. If we change our privacy policy we will post the changes on this page. The amended privacy policy will apply from the date it is posted on our site and will govern the way in which we collect and use personal information from the date of the change.

This Statement was last updated April 2018.