**Privacy Notice For Members FOR NORTH EAST SESSIONAL gpS (nesg)**

This notice applies to our members. This notice is to explain how we may use personal information we collect through your membership.

NESG is a non-profit support group for GPs. NESG is run by an elected committee – the executive. The executive committee officers are working GPs who give their time to running the group as volunteers (unpaid, except for the Chair who may receive an annual honorarium of up to £1000).

NESG takes its duty of data protection seriously (including GDPR compliance planning) and regularly reviews its processes.

* NESG is committed to respecting your privacy.
* UK Information Commissioner’s Office (ICO) registration number Z7841683 (Register of data controllers).
* The committee member with delegation on data protection responsibilities is currently the Webmaster

PERSONAL INFORMATION

In order to support your interests in using the NESG site and to process and administer your membership, you may provide us with, or we may obtain personal information about you such:

* Personal contact details such as name, address and personal email address
* Location of employment and working arrangements
* GMC number

NESG obtains and uses this information for NESG organisational reasons, including:

* To process your administer your membership, including payments via PayPal where used
* Respond to your communication preferences (e.g educational event and job vacancies updates)
* Use of demographic data (including location) to aid in planning/offering relevant membership benefits

1. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We do not routinely collect, store or use the following “special categories” of more sensitive information, eg. your race, ethnicity, religious beliefs, medical information, criminal conviction.

1. WHERE WE COLLECT YOUR INFORMATION

We routinely collect personal information about members when you fill in the web membership application form on our site, and when you update your membership profile.

If a member communicates with a NESG committee member via email, a record of this communication (which may contain personal information) may be stored in the NESG committee email account(s).

We collect information about educational events and jobs adverts either through e-mails to the committee or via the web forms on the NESG site. If you submit information in this manner, it may contain personal information such as Name, email address or contact number.

1. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

|  |  |  |
| --- | --- | --- |
| Purpose | Personal information used | Lawful basis |
|  | | |
| To provide you with information, and notices according to your communication preferences (eg. Newsletters, vacancies, events) | The personal information (including email address) which you included on the application web form, member profile, or via email to us | Consent |
| To process the application/renewal and administer the membership you have with us, and managing our relationship with you, including dealing with support enquiries made by you and performing the roles of the committee members | The personal information (including email address, GMC number) which you included on the application web form, member profile, or via email to us | Legitimate interests |
| Promoting peer support through social events –In order to manage the event including venue booking and catering arrangements. | Data you provide to the committee (eg via email) when you respond to the annual social event invitation eg name, dietary requirements | Legitimate interests |
| We may use your data during audit for NESG administrative or planning purposes –e.g to ensure that membership benefits offered by NESG are targeted to the right geographical areas, and that members benefit from relevant educational events. | Record of your location (home address and areas of work); attendance at certain events, eg where an attendance certificate is provided; accessing our website | Legitimate interests |

You should be aware that it is not a condition of NESG membership that you agree consent to opt into particular communication preferences.

However, some personal information is required in order to process your membership application (e.g that marked with an asterisk\* on the application form). If you do not provide us with the requested personal information we may not be able to register and engage with you, or we may not be able to properly perform our NESG functions/roles.

Other information you may wish to provide on your application form is optional.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by updating your preferences on Member Home page (https://www.nesg.org.uk/membership) or by e-mailing us at [webmaster@nesg.org.uk](mailto:webmaster@nesg.org.uk).

Please note, however, that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so whilst your membership is still active.

Please be aware if you wish to withdraw consent for NESG to process all of your personal information, then we may need to terminate your membership with you, e.g if it becomes impractical to continue your membership without being able to process the required information.

1. DIRECT EMAIL COMMUNICATION (INCLUDING EVENT and VACANCY ADVERTISEMENTS)

Email: The NESG committee may contact you by e-mail with:

* information relevant to your membership (e.g renewal reminders and notifications, membership surveys, invites/reminders re NESG educational and social events)
* communication from the committee to our members regarding issues/links deemed relevant to local sessional GPs (examples include public health communications, relevant BMA and LMC notifications and local updates)

Other communications including event and vacancy notification and newsletter communications will be sent according to the communication preferences you have chosen on your application form or profile page. You can update your preferences at any time by visiting:

<https://www.nesg.org.uk/member-home>

1. Please click on "LOGIN" IN TOP LEFT HAND CORNER.   
2. Once logged in you will need to click on UPDATE, also in the top left hand corner.   
3. Your personal record will appear.   
4. Amend the fields you wish to change (e.g. sign to email group or sign up for locum alerts)  
5. Click UPDATE at the bottom of the page to update your profile.

1. DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES

We may need to share personal information in the following situations:

* Police, law enforcement and security services: to assist with the investigation and prevention crime and protection of national security
* We may be required to disclose or share your personal data in order to comply with any legal obligation, or for NESG administrative purposes; or to protect the rights, property or safety of our members, committee members or others. This includes exchanging information with other organisations for the purposes of fraud protection.
* Event organisers, for catering purposes: we may need to inform venues of dietary requirements or allergies, however this information is not linked to your profile on the NESG site.
* Event organisers where a register is kept or attendance certificates are issued or requested

1. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

All information you provide to the NESG site (http://www.nesg.org.uk) is held on the password-protected areas of the NESG site, hosted by UK-based Stall Solutions Ltds (<https://www.stall.co.uk>).

NESG executive committee members each have an NESG email address (hosted by Google’s Gsuite) appropriate to each role (e.g [Chair@nesg.org.uk](mailto:Chair@nesg.org.uk), [Treasurer@nesg.org.uk](mailto:Treasurer@nesg.org.uk)). Your emails received by or sent from these addresses may be stored within each NESG email account. When committee members change role or when new committee members join, emails will be transferred to each new committee member as appropriate for each new role, for continuity of NESG administrative purposes.

NESG committee members may from time to time be required to access the NESG admin pages and NESG emails from outside of UK and EU (eg to perform NESG tasks and respond to NESG communications whilst on holiday abroad). If they do so they will be using our security measures and will be subject to the usual arrangements with us, which are subject to the same legal protections that would apply to accessing personal data from within the UK.

1. HOW LONG WE KEEP PERSONAL INFORMATION FOR

Whilst your membership is active, your personal data and communication preferences (which you provided on the membership application form) are accessible to relevant NESG administrators on the password-protected admin pages. We recommend that you visit your membership profile page and update it at least once a quarter.

For data protection purposes, membership applications are deleted 4-6 weeks later if no payment is received.

The password-protected admin pages of the NESG site (accessible to relevant NESG administrators) retain a list of username, first and last name, and date of deletion of Deleted members (but other personal information is no longer visible).

NESG executive team regularly reviews data storage procedures.

7. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

* The right to be informed about how your personal information is being used;
* The right to access the personal information we hold about you
* The right to request the correction of inaccurate personal information we hold about you
* The right to request the erasure of your personal information in certain circumstances.
* The right to restrict processing of your personal information where certain requirements are met
* The right to object to the processing of your personal information
* The right to request that we transfer elements of your data either to you or another service provider
* The right to object to certain automated decision-making processes using your personal information

You should note that some of these rights may not apply to personal information recorded and stored by us.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on ICO website [www.ico.org.uk](http://www.ico.org.uk)

To exercise any of the above rights, or if you have any questions relating to your rights, please contact by e-mailing us: [webmaster@nesg.org.uk](mailto:webmaster@nesg.org.uk)

If you are unhappy with the way we are using your personal information you can:

* Contact NESG on [chair@nesg.org.uk](mailto:chair@nesg.org.uk) and/or [webmaster@nesg.org.uk](mailto:webmaster@nesg.org.uk)
  + We are here to help, and encourage contact us first to respond to your query and resolve your complaint
* You can also complain to the UK Information Commissioner’s Office: https://ico.org.uk/concerns/

1. CHANGES TO THIS NOTICE

We may update this privacy policy notice from time to time. Please regularly check the policy by visiting <https://www.nesg.org.uk/membership>. Where required by law we will seek your consent to changes in the way we use your personal information.

1. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please e-mail us: webmaster@nesg.org.uk