**North East Sessional GPs (NESG) Privacy Policy**

NESG is a non-profit support group for GPs. NESG supports its members by improving access to information on education and appraisal, reducing isolation and promoting peer support via social events, quarterly members meetings and facilitating the creation of self-directed learning groups. Members receive email notifications for a wide range of professional opportunities and vacancies.

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).

**Information we collect from you.**

We may collect and process the following data about you

* Information that you provide by filling in forms on our site and on renewing/updating your profile
* If you contact us via email, we may keep a record of that correspondence.
* We may also ask you to complete surveys that we use for research/NESG development purposes, although you do not have to respond to them.
* Details of your visit to our site including, but not limited to, traffic data, and other web communication data such as online/paypal payments and changes to your profile, such as opting into or out of communication preferences.

We collect this information about you when you interact or correspond with NESG whether by website use or email. We will only ask for the information required for the transaction.

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. Information submitted in this manner may contain personal information such as Name, email address or contact number.

**Uses made of the information**

We use information held about you in the following ways:

* To carry out our obligations required when processing NESG web forms, processing your membership application/renewal/fee, and processing requests to attend NESG events (eg education and social events)
* To allow you to participate in features offered on our site (eg learning group function)
* To allow you to opt in or out of communication preferences on your profile
* To notify you about NESG committee matters and NESG communications
* Where we need to comply with a legal or regulatory obligation

Members may choose to opt in or out of information sharing with 3rd parties (eg. Locum List, LMC or education providers) on their member profiles.

**Your rights**

NESG collects and processes your data to aid/enable us to administer our membership records and activities; maintain our own accounts and records; support and manage our members and committee members.

You have the right to update your profile to opt in or out of group facilities/communication preferences as you wish.

Our site may, from time to time, contain links to and from websites of other organisations (eg. LMC, BMA sessional GP information pages, etc). 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. Please check these policies before submitting any personal data to 3rd party websites.

NESG wants to provide you with the best possible experience of being an NESG member. In order to do this we must make sure that your personal information and communication preferences are accurate and up to date; please check your details regularly and update where required, to ensure your profile is current.

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.

You have the right to withdraw your consent for us to process your information for any reason, request a copy of the information we hold about you, or ask your personal data to be deleted. If you would like to exercise any of these rights, please email webmaster@nesg.org.uk.

Please be aware that if you wish to withdraw consent for NESG to process your information, then we may need to cease communication with you and it may not be possible for you to access the benefits/ functions offered by NESG active membership/use of the NESG site.

**Where we store your personal data**

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>).

Where we have given you (or 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 that you do not share a password with anyone else.

NESG committee members and web host administrators have password-protected access to the administrative pages of the NESG site, to perform updates and administrative functions, according to their role.

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

Your personal data may need to be shared between NESG executive committee members (for example during processing applications and payments or administration required for the NESG annual social event).

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, Treasurer@nesg.org.uk. Your emails received by or sent from these addresses may be retained 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.

Appropriate security measures (g. log-ins, website design, NESG committee procedure) have been put in place to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we provide tailored access to the administrative side of the NESG site so that NESG Executive committee members have a level of access that is appropriate to their role. We will notify you of any suspected personal data breach and will notify any applicable regulator of a breach where we are legally required to do so.

**Cookies**

We may collect information about your internet usage by using a cookie file which is stored on the hard drive of your computer. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However if you select this setting you may be unable to access certain parts of our site.

**Remember Login**

* When you login to our site a cookie is created on your computer, by default this cookie will have a time-span of 1 hour. Every time you view a new page the site looks to see if a cookie exists, if it does the system knows you are logged in and renews the timeframe on the cookie.

Ticking the Remember Login box will increase that timeframe to over 2000 hours meaning you can leave the site and not visit in weeks, but when you come back to our site your cookie will still exist and the system will remember you.

This feature will only work on the computer you created the cookie on, if you remember your login at work, but don't at home then only your work computer will recognise you. Also be careful not to remember your login on a computer with multiple users if you do not wish other people to be able to view your profile details.

Please note that cookies have to be enabled to allow you to login. Also, if you clear your cookies in your browser settings you will cancel any remembered logins.

**Changes to our Privacy Policy**

Any changes to our privacy policy in the future will be posted on the NESG site. Please check this regularly at:

https://www.nesg.org.uk/membership