



SAM Member Privacy Notice

Where is your data stored?

Data for the Society for Acute Medicine (hereafter SAM) is held at the Royal College of Physicians of Edinburgh. SAM is the data controller for any data relating to SAM membership and events. If you have any concerns or queries, please contact administrator@acutemedicine.org.uk or write to Society for Acute Medicine, 9 Queen Street, Edinburgh, EH2 1JQ in the first instance.

Why do we collect your data?

For the purposes of membership administration of SAM, we will obtain personal information from all membership applicants through the membership registration form. This includes identifiable information such as email address, name, job title, home and work address and telephone number.

Third parties

SAM has an agreement with RCPE to use the resources of RCPE to provide administrative support to the society.

For the purposes of processing direct debits, your direct debit instruction will be sent to your Direct Debit processor, Teleddebit. A copy of the direct debit instruction is stored at the SAM office at RCPE for reference.

To help us stay in contact with you we occasionally use MailChimp. This emailing service operates from the US so some limited email related data, such as your subscribe/unsubscribe preference is stored outside of the EEA. Mailchimp is certified under the EU-US Privacy Shield framework to ensure that any information you provide is secure.

SAM conferences are organised by a third party, Eventage. SAM does not supply Eventage with member details, but may confirm membership status of a delegate when requested by Eventage. Eventage collects delegate information, for SAM members and non-members, through their conference registration process. For more information regarding the collection of delegate details, please visit the event page supplied by Eventage.

Marketing

For the purposes of providing an excellent membership service to all members we believe there are legitimate society interests in processing your data for carefully considered and specific purposes that help deliver the aims of the Society.

You will be asked for your consent for information to be sent to you regarding external events and third parties that have been approved as suitable for the membership.

You can withdraw and change your permissions at any time by contacting administrator@acutemedicine.org.uk or writing to: Society for Acute Medicine, 9 Queen Street, Edinburgh, EH2 1JQ.

How long do we keep your data?

We will retain details in order to maintain your membership to the Society. If a member deactivates their membership, SAM will keep the member's basic membership details and contact email address for 3 years. This is to ensure there are no issues with their payments or direct debits. Data will be deleted from the database after 3 years after notifying the Society Administrator about wishing to leave the Society. All financial information will be kept for 7 years.

Following CPD protocol, information about attendance of a SAM event will be retained for up to 5 years.

The right to withdraw to consent & erasure

All members, and non-members attending SAM events, have the right to see what data is held by the SAM and also the right to erasure. If you would like to see what data is held by the SAM please contact administrator@acutemedicine.org.uk or write to Society for Acute Medicine, 9 Queen Street, Edinburgh, EH2 1JQ.

Accessing your data

To make an informal request for any personal information we may hold you should in touch with the SAM administrator at the contact details provided below.

Additionally you can find out which personal information we hold by making a 'subject access request' under the GDPR. Where we hold information about you we will provide:

- A description of what we hold.
- An overview of why we are holding it.
- Details of who it could be disclosed to.
- A copy of the information in a suitable format within 30 days.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If you would like to lodge a complaint about the SAM regarding your personal data you can do so by contacting the Information Commissioner. Their information can be found at <https://ico.org.uk/>.

Automated decision making & profiling

SAM does not have any automated system in place which involves decision making and profiling of members.

Changes to the member privacy notice

SAM may from time to time make amendments to the privacy notice; therefore we encourage all members to review the notice on a regular basis.