



PRIVACY POLICY

At BMUS we are committed to respecting your privacy.

This policy explains when and why we collect information on people who visit our website, how we use it and the conditions under which we may disclose it and how we keep it secure.

We may change this policy from time to time so please check this page occasionally to check you are happy with any changes. By using our website you agree to be bound by any changes. Any questions about this Policy and our Privacy practices should be sent by e-mail to office@bmus.org, in writing to British Medical Ultrasound Society, Margaret Powell House, Midsummer Boulevard, Milton Keynes MK9 3BN or by telephoning 020 7636 3714.

Who are we?

We are the British Medical Ultrasound Society (BMUS), our aim is to promote ultrasound to healthcare professionals. BMUS are a registered charity (no 289541) and a company limited by guarantee (no 1794511). Our registered office is located at 27 Old Gloucester Street, London WC1N 3AX. Our administrative headquarters is located in Milton Keynes, at Margaret Powell House, Midsummer Boulevard, MK93BN.

How do we collect information about you

We obtain information about you when you submit a contact form to the Society, when you apply to become a member, when you book on a Study Day, Course or Event or if you subscribe to receive our e-newsletter.

What type of information is collected from you

- When you visit the website - the personal information we collect might be your name, e-mail address, IP address, what pages are accessed and when.
- Should you apply to be a member . the personal information we collect will be your name, date of birth, e-mail address, work address, home address, professional qualifications and interest groups.
- Should you decide to pay your membership by direct debit . we will securely hold your bank sort code and account number.
- Should you visit an event booking page . the personal information we will collect will be your name, place of work, job title, e-mail address.
- Should you pay for a booking by credit card . the card information is not held by us but by our 3rd party processors, who specialise in secure online capture and processing of debit / credit card transactions. Information from telephone transactions is securely destroyed subsequent to the payment being processed.

How is your information used?

We may use your information to:

- process bookings that you have submitted;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about the Annual Scientific Meeting, Study Days / Courses and our weekly electronic newsletter, Ultrapost.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid and other types of income). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to send you the *Ultrasound* journal). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties outside BMUS for them to use for their own direct marketing

purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Third Party Product Providers we work in association with: We work closely with various third party product providers to bring you a range of services designed to meet the needs of your membership (e.g. the Ultrasound journal publisher). In some cases, they will be acting as a data controller of your information and therefore we advise you to read their Privacy Policy.

When you are using our secure online booking pages, your payment is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about our education and services, then you can select your choices by ticking the relevant box situated on the form on which we collect your information as a member or as a delegate.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: office@bmus.org or telephone on 020 7636 3714.

How you can access and update your information

The accuracy of your information is important to us. If you change your email address, or any of the other information we hold is inaccurate or out of date, please either login to your membership locker and amend the details or email us at: office@bmus.org or

write to us at BMUS, Margaret Powell House, Midsummer Boulevard, Milton Keynes MK9 3BN. Alternatively, you can telephone 020 7636 3714.

You have the right to ask for a copy of the information BMUS hold about you (we may charge £10 for information requests) to cover our costs in providing you with details of the information we hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it is treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

Use of 'cookies'

Like many other websites, the BMUS website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website^o so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.