



PRIVACY NOTICE

The British College of Aesthetic Medicine is a trading name of BACD. This privacy notice explains how we use any personal data we collect about you when we are providing services to you.

1. The personal information you supply to us may be used in a number of ways, for example:
 - to communicate with you in connection with your membership or for your ongoing appraisal, revalidation or registration needs;
 - to provide the services requested under our agreement with you;
 - for analytical or statistical processes;
 - to assist in the development or improvement of service delivery;
 - to manage your appraisal and revalidation processes;
 - management or investigation of complaints and clinical performance concerns;
 - to inform you of important information relating to your appraisal, revalidation or registration
 - to make decisions in relation to appraisal and revalidation recommendations; and
 - to monitor compliance with statutory requirements in relation to your clinical practise.
2. Your information is processed in order to fulfil the terms of our agreement with you but in some instances your information may be processed as required by law to comply with legal obligations placed upon us or in the exercise of official authority vested in your Responsible Officer.
3. Some special category personal data (sensitive personal data) may be held or processed under our agreement or where required by law.
4. We may share some or all of the information we hold about you with other organisations as permitted under your agreement with you or as required by law these may include:
 - past present or future employers or other organisations to whom you provide or have provided services or with whom you have or have had a prescribed connection;
 - appraisal organisations and appraisers for purposes of managing your appraisal
 - regulators including the General Medical Council, Care Quality Commission or NHS England

We may also process personal data relating to you which we receive from these and other organisations in the ways stated in 1 above and for the lawful purposes stated in 2 above.

We keep your personal data for no longer than reasonably necessary, for a period of 6 years after termination of agreement with us in case of complaints, regulatory concerns or safeguarding issues.

5. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the BACD holds about you;
 - The right to request that we correct any personal data if it is found to be inaccurate or out of date;
 - The right to request your personal data is erased where it is no longer necessary for us to retain such data;
 - The right to withdraw your consent to the processing at any time (But - only if consent is relied upon as a processing condition);
 - The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
 - The right to object to the processing of personal data, (But - this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics
 - The right to lodge a complaint with the Information Commissioners Office.
6. We do not undertake any automated decision making in relation to your personal information.
7. Date storage and backup – your personal data is stored in electronic format within the EU in password protected computer programs. Access to the information is restricted to persons who have a need to have access. Information may be backed up in encrypted form to servers out with the EU but only where the organisations are GDPR compliant.

Adopted by the Board on (Date)

Chairman