

General Data Protection Regulation

The Medico-Legal Society

Registered Charity number 214508

Compliance statement and information for members

The General Data Protection Regulation (GDPR) will apply in the UK from 25 May 2018.

This statement and information has been compiled using the [guidance document](#) from the Information Commissioner's Office (ICO).

The Medico-Legal Society ("the Society") undertakes to process Personally Identifiable Information (PII) held lawfully, fairly and in a transparent manner. PII collected and held will be for specific, explicit and legitimate purposes and not further processed in any manner that is incompatible with the purposes of administering the Society.

The Society will only request and hold PII that is relevant, adequate and limited to that required for the administration of the Society. In particular, names, postal addresses and email addresses of members will be held for the proper administration of the Society and to enable the Society to advise members of meetings and events and to dispatch the print copy of the Medico-Legal Journal and other publications to members. The Society passes members' names and postal addresses to Sage Publications to facilitate distribution of the Journal. Details of members' professional qualifications including date of qualification and place of work will be held in order to match the suitability of the Society's activities to the nature of its membership and to enable the Society to call on members to contribute relevant expertise to its activities and publications.

PII will be kept in a form that permits identification of subjects for no longer than necessary, which includes archiving for historical purposes when permission is received. PII will be permanently deleted on resignation if requested.

PII will be kept encrypted and password protected. Back-ups of data will overwrite previous versions such that amendments are deleted and not held on record for any longer than two calendar months in accordance with the security and recovery of data practices at the Society.

Governance and Recording

Name of Organisation: The Medico-Legal Society

Data Controller: Commander Mike Flynn, 11 Chandos Street London W1G 9EB

Data Processor: Commander Mike Flynn, 11 Chandos Street London W1G 9EB

Purposes of holding and processing PII: The administration of the Society

Details of Subjects: Members of the Society

Source of PII: Data provided on joining and amendments thereto subsequently notified by members to the Society

Retention Schedules: Whilst membership is live and thereafter for historical records as agreed

Lawfulness of Processing

PII shall only be processed for the business of the administration of the Society, or to comply with a legal obligation and with the consent of the data subject. PII will not be passed to any third party, at home or abroad, without the specific consent of the subject.

Right to Object

Any member may object to the processing of their PII for the administration of the Society on grounds relating to his or her particular situation, although this will make the administration of their membership very much more complex.

Any member may object to their PII being used for historical recording of the Society's activities at any time.

Consent

PII will not be held by the Society without specific consent, which, from 25 May 2018 will be opt-in only for new members. For current members, by notifying the Society of their names, postal addresses and email addresses members consented to the retention of such data. The Society shall seek the member's consent to the retention of any further data although the right to remove consent, which is applicable to all, will be refreshed at the AGM in June 2018.

Data Protection Officer (DPO)

The Society is not required to appoint a DPO but the Data Controller and the Data Processor can be contacted at 11 Chandos Street Cavendish Square London W1G 9EB.

Right to Complain

Any member may make a formal complaint about the way in which their PII is held or used at any time.

The complaint may be made formally to the Trustees of the Society or to a supervisory authority as advised by the ICO.

Right of Access

Any member may request access to their PII held by the Society and this will be responded to, at the latest, within one month of the request being made although more normally within seven working days.

Right to Rectification

Any member may provide amendments or corrections to their PII at any time. Corrections, amendments and rectifications will be made within five working days.

Right to Erasure

Any member may request that their PII be removed from the Society's records at any time although this will render the administration of their continuing membership more complicated and is likely to exclude such member from receiving information, communications, or publications from the Society. Any member who resigns from the Society may request that their PII is deleted at any time from their date of resignation. The Society as a learned organisation may keep PII on file, with permission, for historical reasons.

Right to Restricted Processing

The Society will not process PII for any other purpose than the administration of the Society.

Right to Data Portability

Within the bounds of the IT supporting the Society, data will be provided in a portable fashion upon request.

Breach Notification

The Society will take action on any discovered or reported breach of GDPR or of PII immediately.

The Society will notify the ICO of any breach of PII (as outlined in the GDPR). Any questions may be directed at Membership Services Officer for clarification.

Changes to this statement

This statement was last updated on 08 May 2018 and is kept under regular review.

If you have any queries about this statement, please contact us at:

www.medico-legalsociety.org.uk/contact.