**UK GENERAL DATA PROTECTION REGULATION**

**THE MEDICO-LEGAL SOCIETY**

**COMPLIANCE STATEMENT AND INFORMATION FOR MEMBERS**

**General**

The UK General Data Protection Regulation (“GDPR”) applies in the UK from 25 May 2018.

The Medico-Legal Society’s (“the Society”) compliance statement and the information which it contains have been prepared using the guidance document from the Information Commissioner’s Office (“ICO”).

The Society undertakes to process all personally identifiable information (“PII”) which it holds lawfully, fairly and in a transparent manner. All PII collected and held by the Society will be for specific, explicit and legitimate purposes and will be used only for the purposes of administering the Society and for no other purpose.

The Society will only request and hold PII that is relevant and necessary for the purposes of administering the Society. In particular, the names and postal and e-mail addresses of the members of the Society will be held for the proper administration of the Society and to enable the Society to advise its members of meetings and other events and to dispatch the print copy of the Medico-Legal Journal (“the Journal”) and other publications to members. The Society passes the names and postal and e-mail addresses of its members to Sage Publications to facilitate the distribution of the Journal. Details of the professional qualifications of members of the Society including their 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 its members to contribute relevant expertise to its activities and publications.

All PII will be kept in a form that permits identification of subjects for no longer than necessary. This includes archiving for historical purposes when permission is received. PII will be permanently deleted on a member’s resignation from the Society if this is specifically requested.

All 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 data recovery practices of the Society.

**Governance and Recording**

Name of Organisation: The Medico-Legal Society

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

Details of Subjects: Members of the Society

Source of PII: Data provided by new members on joining the Society and any amendments or changes subsequently notified to the Society by its existing members.

Retention Schedules: Whilst membership of the Society is effective and thereafter for historical reasons as agreed between the Society and the particular member.

**Lawfulness of Processing**

All PII shall only be processed for the purposes of administering the Society or to comply with a legal obligation and with the consent of the particular member of the Society. PII will not be passed to any third party, at home or abroad, without the specific consent of the member.

**Right to Object**

Any member of the Society may object to the processing of their PII for the purpose of administering the Society on grounds relating to their particular situation. However, any member seeking to do so should be aware that this will make the administration of their membership much more complex and may ultimately be incompatible with their continued membership of the Society.

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

**Consent**

PII will not be held by the Society without the specific consent of its members. In the case of new members such consent will be sought on joining the Society. For current members of the Society, the relevant consent will be sought at the time of the annual renewal of subscriptions. In the event that a member fails to provide the Society with specific consent, then by paying the relevant annual subscription that member shall consent to the retention and processing by the Society of their PII for the following 12 months. Members may withdraw their consent at any time.

**Data Protection Officer (DPO)**

The Society is not required to appoint a DPO but the Society can be contacted by completing the form [contact us](https://www.medico-legalsociety.org.uk/about/contact/) or by e-mail at [www.info@medico-legalsociety.org.uk](http://www.info@medico-legalsociety.org.uk)

**Right to Complain**

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

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

**Right of Access**

Any member of the Society may request access to the PII which the Society holds about them. Any such request will be responded to, at the latest, within one month of the request being made although more normally within 14 working days.

**Right to Rectification**

Any member of the Society may provide corrections or amendments to or request rectification of their PII at any time. Any corrections, amendments and rectifications will be made within 14 working days.

**Right to Erasure**

Any member of the Society may request that their PII be removed from the Society’s records at any time although this will make the administration of their membership much more complex and may ultimately be incompatible with continued membership of the Society.

Any such request is likely to result in that member being excluded from receiving information, communications or publications from the Society.

Any member who resigns from the Society may request that their PII is deleted as from the date of their resignation. The Society as an academic organisation may keep PII on file, with the permission of the particular member, for historical reasons.

**Right to Restricted Processing**

The Society will not process PII other than for proper and necessary purpose of administering the Society.

**Right to Data Portability**

Within the reasonable limitations of the information technology on which the Society relies, PII will be provided in a portable fashion upon the same being specifically requested by a member of the Society.

**Breach Notification**

The Society will take immediate action on discovering or being notified of any breach of UK GDPR or of any misuse of the PII of a member of the Society.

If required to do so the Society will also notify the ICO of any breach of the UK GDPR in the prescribed manner.

**Effectivity**

This compliance statement is effective from 25 May 2018 and remains effective until it is withdrawn or superseded.

**Changes to this compliance statement**

This compliance is kept under regular review. This compliance statement was last updated on 14 June 2021.

**Further information**

For further information, questions or requests for clarification the Society can be contacted by completing the form [contact us](https://www.medico-legalsociety.org.uk/about/contact/) or by e-mail at [www.info@medico-legalsociety.org.uk](http://www.info@medico-legalsociety.org.uk)