

British Society for the Study of Vulval Diseases

Privacy policy in relation to visual images

We take your privacy very seriously. Please read this privacy policy carefully as it contains important information on who we are and how and why we collect, store, use and share your personal information. It also explains your rights in relation to your personal information and how to contact us or supervisory authorities in the event you have a complaint.

We collect, use and are responsible for certain personal information about you. When we do so we are subject to the [General Data Protection Regulation](#), which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

Key terms

It would be helpful to start by explaining some key terms used in this policy:

We, us, our	British Society for the Study of Vulval Diseases (“BSSVD”) a registered charity registered in England with number 1081697 who registered office is at 14 Athol Road, Manchester M16 8QN
Our data protection manager	David Nunns, Chair of the BSSVD 129a Middleton Boulevard, Wollaton Park, Nottingham NG8 1FW. Email: admin@bssvd.org
Personal information	Any information relating to an identified or identifiable individual
Special category personal information	Visual images of skin/vulval condition

Personal information we collect about you

We may collect and use the following personal information about you:

- your name, date of birth and address
- This personal information is required to enable us to verify that we have your consent to hold visual images of your skin/vulval condition.
- Visual images of your skin/vulval condition.

How your personal information is collected

We collect this personal information directly from the health professional looking after you who is a member of BSSVD. This is usually your hospital Consultant.

We will hold your personal information to enable us to verify we have your consent to hold special category personal information about you by way of visual images of your skin/vulval condition.

We will hold visual images of your skin/vulval condition for education and training purposes in accordance with the consent which you have given.

Legal basis for processing data

We rely on consent as a legal basis for processing your personal data.

Where your personal information is held

Information may be held at our offices.

How long your personal information will be kept

We will keep your personal information for as long as is necessary:

- to respond to any questions, complaints or claims made by you or on your behalf;
- to show that we treated you fairly;
- to keep records required by law.

We will not retain your personal information for longer than necessary for the purposes set out in this policy.

Change of purpose

We will only use your personal data for the purpose for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the purpose is compatible with the original purpose please contact us.

International Transfers

We do not transfer your personal data outside the European Economic Area.

Keeping your records

BSSVD will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice.

You may withdraw consent for us to hold sensitive category personal information within 14 days of your having given your consent to us. Thereafter you may request the deletion of the sensitive category personal information held by us and any such request will take account of the terms set out in the form of consent given by you.

Further information

If you would like further information about data transferred outside the UK or EEA, please contact us (see 'How to contact us' below).

Your rights

You have the following rights, which you can exercise free of charge:

Access	The right to be provided with a copy of your personal information (the right of access)
Rectification	The right to require us to correct any mistakes in your personal information
To be forgotten	The right to require us to delete your personal information—in certain situations
Restriction of processing	The right to require us to restrict processing of your personal information—in certain circumstances, eg if you contest the accuracy of the data
Data portability	The right to receive the personal information you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party—in certain situations
To object	The right to object: —at any time to your personal information being processed for direct marketing (including profiling); —in certain other situations to our continued processing of your personal information, eg processing carried out for the purpose of our legitimate interests.
Not to be subject to automated individual decision making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you

For further information on each of those rights, including the circumstances in which they apply, please contact us or see the [Guidance from the UK Information Commissioner’s Office \(ICO\) on individuals’ rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email, call or write to us - see below: ‘**How to contact us**’; and
- let us have enough information to identify you (eg your full name, address and customer or matter reference number);
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and
- let us know what right you want to exercise and the information to which your request relates.

Keeping your personal information secure

We have appropriate security measures to prevent personal information from being accidentally lost, or used or accessed unlawfully. We limit access to your personal information to those who have a genuine need to access it for education, training or research purposes. Those processing your information will do so only in an authorised manner.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you may raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone: 0303 123 1113.

Changes to this privacy policy

This privacy notice was published on 11 November 2020 and last updated on 27 March 2021

We may change this privacy notice from time to time—when we do we will inform you provided we still have your contact details.

How to contact us

Please contact us by post, email or telephone if you have any questions about this privacy policy or the information we hold about you.

Our contact details are shown below:

Our contact details
David Nunns, 129a Middleton Boulevard, Wollaton Park, Nottingham NG8 1FW. Email: admin@bssvd.org 01509 673827