

ASSOCIATION OF CLINICAL PATHOLOGISTS
Application for Ordinary/Trainee Membership
(please delete as appropriate)

(Please give details of registration number in relevant box)

I, being a medical practitioner registered

(a) in the United Kingdom or in the Republic of Ireland

(b) in within the British
Commonwealth of Nations or within the European
Community

desire to become a member of the Association of Clinical Pathologists and if accepted agree to observe the rules and promote the honour and interests of the Association.

(please complete in block letters and delete where necessary)

Title Surname

Forenames (in full)

Qualifications

Present Appointment

Correspondence Address

..... Postcode
(we recommend that you provide your professional address)

Email Address
(we recommend that you provide your work/NHS email address)

Specialty

Date

When completed please return application to:

The Administrator
Association of Clinical Pathologists
189 Dyke Road
Hove
East Sussex
BN3 1TL
Tel: 01273 775700 Fax: 01273 773303
office@pathologists.org.uk

Applicants for membership are admitted throughout the year following acceptance by Council.

Please find below the Association of Clinical Pathologists Privacy Policy.

Background

The Association of Clinical Pathologists understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our members and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Information About us

Association of Clinical Pathologists

Company limited under guarantee registered in England and Wales under company number 56184 Charity Registration Number 209455.

Registered address: 189 Dyke Road, Hove, East Sussex, BN3 1TL

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VAT number: 730 4959 28

Data Protection Officer: Professor Tim Reynolds

Data Protection Administrator: Rachel Eustace

Email address: rachel@pathologists.org.uk

Telephone and Address: As above

What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

What Personal Data Do You Collect?

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Title
- Date of Birth
- Surname
- Forenames
- Qualifications
- General Medical Council (or other similar body) registration number;
- Present Appointment
- Professional and Home address
- Professional and Home Telephone Number
- Mobile Number
- Email Address
- Speciality
- Residential address
- Appointments since Registration (title of appointment & hospital details, commencing/ending),
- Principal Publications
- Payment information;
- Information about your preferences and professional interests;
- Roles that you have held within the Association

We do not collect information about you from any third party.

How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used for the following purposes:

- Providing and managing your account.
- Supplying our products and services to you. Your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email and/or post that you have opted-in to (you may unsubscribe or opt-out at any time by sending an email to the Association at office@pathologists.org.uk).

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email and/or post with information, news, and offers on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

We will keep your information indefinitely unless requested not to.

How and Where Do You Store or Transfer My Personal Data?

We will only store your personal data in the UK. This means that it will be fully protected under the GDPR.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

- The paper records are stored securely at the ACP head office.
- Electronic records are stored securely on password-protected machines.
- All financial data is encrypted.

Do You Share My Personal Data?

We may sometimes contract with the following third parties to supply products and/or services to you on our behalf. These may include payment processing, delivery, and marketing. In some cases, those third parties may require access to some or all of your personal data that we hold.

- BMJ Publishing Group, so that members have access to /receive the Journal of Clinical Pathology.
- ArtOneZero, the company that manages the Associations webpage, so that members can log into the member only area and tailor their membership dashboard.
- Evolve Publishing, so that members can receive copies of the *ACP news*.
- Other companies for office administration purposes include: Fastnet (email and domain name hosting), Principal (cloud back up), Icaris (database company – offline)
- In the event that the Association co-hosts an educational meeting or other event with another organisation, the Association may share the names of members who apply to attend the event with the partner organisation, so that the member benefits from a reduced registration fee for the event. In such circumstances we will share no other information about the member with the partner organisation without the express permission of the member.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will normally respond to your subject access request within 10 business days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Mrs Rachel Eustace, Office Manager):

Email address: office@pathologists.org.uk. Telephone number: 01273 775700 Postal

Address: The Association of Clinical Pathologists, 189 Dyke Road, Hove, BN3 1TL.

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available via our website www.pathologists.org.uk

Yours sincerely



Professor Tim Reynolds
Association of Clinical Pathologists
Honorary Secretary
Data Protection Officer