

## Privacy Notice

### BSUG Members & Website Users

Last Updated: 13<sup>th</sup> June 2024

## Introduction

The British Society for Urogynaecology (“BSUG”, “us”, “we”, “our”) is committed to protecting your privacy and meeting our legal obligations when;

- Applying and become a member of BSUG (the “BSUG Membership”),
- Using the BSUG Urogynaecology database,
- Using, visiting, or contacting us through our website.

This privacy notice explains what personal data BSUG collects from individuals who apply to and become members of our society, use the BSUG audit database, register for one of our events, visit our website, contact us using our web forms, email or through one of our social channels; or subscribe to our newsletter or other marketing communications (“you”/“your”).

Separately to BSUG membership services, BSUG run an Urogynaecology database for the benefit of patients and for clinical audit purposes. For details about the patient data that is processed, please refer to the separate privacy notice for Urogynaecology patients.

As an information led organisation, we place great importance in ensuring the quality, confidentiality, integrity and availability of the data we hold, and in meeting our data protection obligations where we process personal data. BSUG is committed to protecting the security of your personal data. We use a variety of technical and organisational measures to help protect your personal data from unauthorised access, use or disclosure.

We update this privacy notice from time to time in response to changes in applicable laws and regulations, to our processing practices and to the products and services we offer. When changes are made, we will update the ‘Last Updated’ date at the top of this page. Please review this privacy notice periodically to check for updates.

## Personal data we collect when you register to become a BSUG member or use the BSUG audit database

The BSUG exists to improve standards, promote training and encourage the exchange of information in the treatment of incontinence and prolapse. The BSUG Membership application enables you to access information, education and training as well as sharing knowledge and experiences with other members who provide minimally invasive surgery in gynaecology.

When you first apply to become a member we may collect, store, and use the following kinds of information: personal information that you provide to us for the purpose of applying to become a BSUG member (including your name, email, Professional registration number, hospital/centre, address, mobile phone, work phone, staff grade, bank/card payment information) and any other information that you choose to send to us, such as an identity photograph.

Upon acceptance of your BSUG membership and/or when using the BSUG database, you will be required to enter the following personal data: the name of the trust you work for, your base hospital, GMC number, and email address.

When using the database as an appointed deputy, we may collect the following kinds of information: personal information (name, email, address, professional number if applicable, trust you work for, your base hospital).

## **Personal data we collect using the web form**

When you contact us using the web form on our website, a corporate email account (such as bsug@rcog.org.uk) or through one of our social channels (if appropriate, including X formerly Twitter) we collect the information you provide to us. This typically includes your name, job title, email, contact number, topic of your enquiry and any additional information you include in your message.

When you visit our website (<https://bsug.org.uk/>) we may collect limited personal data automatically through the use of cookies on our website. A cookie is a small text file used to store limited information about the user. We may also automatically collect information including the IP address of your organisation or ISP, your browser family, operating system family and version, your country and continent and your web page viewing path including page response times and download times. This information does not include personal data and is used only help us improve the performance of our website and to troubleshoot problems.

## **Cookies & social media links**

We may use cookies to distinguish you from other website users and to improve your overall experience. When you use the website, certain information may be stored locally on your device using cookies or similar technologies such as objects stored in the device's local storage. They help us to identify how our users use the website, and so that we can continue to develop and improve it.

Cookies do this by storing information about your preferences on your device, including the device model, manufacturer, screen resolution, device capabilities, service provider, country and city location data. We use certain cookies, which we have set out below:

- Cookies which are strictly necessary and enable the website to function correctly and deliver content. These cookies do not gather information about users that could be used for marketing or remembering sites that users have visited on the internet.
- Cookies which ensure performance & functionality and understand user preferences.

Our website may include social media links to enable you to share our content through your preferred social media site or by email direct from one of our web pages. These features may collect your IP address and the page you are visiting on our website and may set a cookie on your device.

When you use one of these buttons or links, you are sharing information to another website or service (such as Twitter) and this privacy notice will no longer apply. Please read the privacy notices provided by the particular social media website you are sharing through before posting any personal data using these links.

For further information about the cookies used, please refer to our cookie policy.

## **How we use your personal data when you become a member or use the BSUG audit database**

Personal information submitted to us will be used for the purposes specified in this policy. We may use your personal information to:

- a) administer the society membership;

- b) improve your user experience by personalising the membership services provided to you;
- c) enable your use of membership services available to members;
- d) send you general administrative (non-marketing) communications;
- e) send you email notifications which you have specifically requested;
- f) send you our newsletter and other marketing communications relating to our organisation (when you haven't opted out);
- g) deal with enquiries and complaints made by or about you relating to your BSUG Membership;
- h) verify and keep the membership database secure and prevent fraud and ensure compliance with the terms and conditions governing the Membership,
- i) improve the administration of the BSUG database,
- j) deal with enquiries and complaints made by or about the BSUG database,
- k) verify and keep the BSUG database secure and prevent fraud and ensure compliance with data protection regulations.

Notwithstanding the above, we will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

## How we use your personal data when making a web enquiry

We use the personal data you provide to us to respond to your enquiry and, if you have agreed to us doing so, we use it to subscribe you to our newsletter and contact you with research reports, insights and other BSUG news and information.

You can unsubscribe from our newsletter and associated communications at any time by contacting us at [bsug@rcog.org.uk](mailto:bsug@rcog.org.uk).

## Basis for using your personal data

When we use your personal information, we are required to have a lawful basis for doing so. There are various different legal bases upon which we may rely, depending on what personal information we process and why. The legal bases we may rely on include:

- Consent: where you have given us clear consent for us to process your personal information for a specific purpose;
- Legal obligation: where our use of your personal information is necessary for us to comply with the law (not including contractual obligations);
- Contract: where our use of your personal information is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract;
- Archiving, research and statistics: where our use of your personal data is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes;
- Legitimate interests: where our use of your personal information is necessary for our legitimate interests or the legitimate interests of a third party (unless there is a good reason to protect your personal information which overrides our legitimate interests).

For further details on when we collect personal information, what we collect as well as how we use it, please read the following sections:

<b>When information is collected</b>	<b>What information we may ask for</b>	<b>How and why we use your information</b>
<p>When you contact us either via the website, email or by phone</p>	<p>Contact details: your name (first &amp; last name), email address, phone number, message.</p>	<p>We ask for this information in order to respond to your query and communicate with you about the services we provide.</p> <p>We rely on Article 6 (1)(f) (legitimate interest) as the lawful basis for collecting and using your personal information to respond to your correspondence.</p>
<p>When you apply for and use BSUG membership services.</p>	<p>Title, name (first and last), address, email, mobile phone, professional group/ staff grade, professional registration number, work email, work phone, base hospital, base hospital post code, declaration of interest, payment card details.</p> <p>Login details/password.</p>	<p>We ask for this information in order to consider your application to join BSUG.</p> <p>Processing is necessary for the performance of a contract to which BSUG provides its member services (Article 6 (1)(b) contract).</p> <p>We rely on Article 6 (1)(f) (legitimate interest) as the lawful basis for collecting and using your personal information to identify areas for managing current member relationships.</p> <p>For sending marketing materials and newsletters to our members we rely upon Article 6 (1)(f) (legitimate interest). These communications are sent to inform you about events, training resources, and other services provided by BSUG. You may opt out of receiving these communications at any time.</p> <p>We also rely on legitimate interest as the lawful basis when using your personal information to</p>
<p>When you use the database as a BSUG member, or on behalf of a BSUG member (appointed deputies for example)</p>	<p>Name, email, address, professional number if applicable, the trust you work for, your base hospital .</p>	<p>We ask for this information in order to populate the database with essential information with which to create a valuable resource of information about centres that wish to access the database.</p> <p>We rely on Article 6 (1)(f) (legitimate interest) as the lawful basis for collecting and using your personal information for managing the BSUG database.</p>
<p>When you apply for access to anonymised scientific data from the Urogynaecology database for research purposes.</p>	<p>Contact details: Title, name (first and last), position, work organisation name and address of the custodian and/ or study sponsors.</p>	<p>We rely on legitimate interest as the lawful basis for collecting and using your personal information to consider your application to access the anonymised data (Article 6 (1)(f) legitimate interest).</p>

When information is collected	What information we may ask for	How and why we use your information
When you register to attend a BSUG organised event.	<p>Contact details: Title, name (first and last), billing email address, Trust name (optional), address &amp; post code, country, username &amp; password and debit / credit card details.</p> <p>Delegate information: Name (first &amp; last), grade, speciality, base hospital.</p>	<p>We ask for this information in order to deliver the event services that we have agreed to provide to you. Processing is necessary for the performance of a contract to which BSUG provides member services (Article 6 (1)(b) contract).</p> <p>We rely on legitimate interest as the lawful basis for collecting and using your personal information to identify areas for managing current member relationships (Article 6 (1)(f) legitimate interest).</p> <p>We also rely on legitimate interest as the lawful basis when using your personal information to develop new services and manage BSUG affairs.</p>
When you make a donation.	Contact details: your name (first & last name), email address, phone number, payment card details, message.	<p>We rely on performance of contract as the lawful basis when processing your personal data in relation to the donation that you have decided to make (Article 6 (1)(b) contract).</p> <p>We also rely on legitimate interest as the lawful basis when using moneys received to support BSUG's strategic goals (Article 6 (1)(f) legitimate interest).</p>

Our use of your personal data does not include profiling or any automated decision making.

## Sharing your data

When you become a BSUG member we may share your contact details (name, email address, organisation name) with the membership secretary of other relevant international societies and partners, such as the European Urogynaecological Association (EUGA) and the International Urogynaecological Association (IUGA). This means we may transfer the personal data we collect about you to USA. When making such transfers, to ensure that your personal data receives an adequate level of protection, we have put in place a data sharing agreement which includes the UK International Data Transfer Addendum to the European Commission's Standard Contractual Clauses for International Data Transfers (Addendum). The IDTA Addendum along with the EU Standard Contractual Clauses, constitute appropriate measures to ensure that your personal data is treated by those third parties in a way that is consistent with, and which respects the EU and UK laws on data protection. We will only ever share the information that is necessary for us to fulfil our purposes and If you require further information about this, you can request it from [bsug@rcog.org.uk](mailto:bsug@rcog.org.uk).

Please note that only associate members, and consultant members who have selected the IUGA option will have access to IUGA affiliate membership. In addition, only the consultant members who have selected the EUGA option will have access to EUGA affiliate membership.

BSUG services operates predominantly in the UK but has a global membership base. To respond properly to your enquiry, it is possible that we will share your data with other third party suppliers, including those based in countries outside the UK and European Economic Area (the "EEA") where the data protection laws are not equivalent to those within the UK. We do so by using either the EU Standard Contractual Clauses or the UK International Data Transfer Addendum (whichever is applicable), which

contractually oblige the suppliers in those countries to adhere to the standards expected within the UK and EEA.

We may also disclose your information to third parties in connection with other purposes set out in this privacy notice. These third parties may include:

- business partners, suppliers and sub-contractors who may process information on our behalf
- analytics and search engine providers
- IT service providers

This site may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our site, we encourage you to read the privacy policy of every website you visit.

It is possible that we may be required to share your data to comply with applicable laws or with valid legal processes, such as in response to a court order or with government or law enforcement agencies.

## Security of your information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide on secure (password and firewall protected) servers.

While we use SSL encryption to protect data in transit, transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and other login details confidential. We will not ask you for your password (except when you log in to the website). If you lose your password or give it out, your personal information may be compromised. If that happens, please use the "Request Password" button on the login page to change your password immediately. We cannot be held responsible for your failure to keep your password secure and failure to do so may violate our terms and/or code of conduct.

## How long we keep your data

We will retain your personal data for as long as is necessary for our relationship and for a reasonable period thereafter to enable us to meet our contractual and legal obligations and to deal with complaints and claims.

At the end of the retention period, your personal data will be securely deleted or anonymised, for example by aggregation with other data, so that it can be used in a non-identifiable way for statistical analysis and business planning.

## Your Rights

Individuals whose personal data we hold, and process have the following rights:

- You have the right of access to your personal data and can request copies of it and information about our processing of it.
- If the personal data we hold about you is incorrect or incomplete, you can ask us to rectify or add to it.
- Where we are using your personal data with your consent, you can withdraw your consent at any time.

- Where we are using your personal because it is in our legitimate interests to do so, you can object to us using it this way.
- In some circumstances, you can restrict our processing of your data, request a machine-readable copy of your personal data to transfer to another service provider and compel us to erase your personal data.

If you wish to exercise your rights, please contact us at [bsug@rcog.org.uk](mailto:bsug@rcog.org.uk).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

In addition to the above, please note that you have the right to make a complaint at any time to the [Information Commissioner's Office](#) if you are concerned about the way in which we are handling your personal data.

## How to contact us

You can contact BSUG in relation to data protection and this privacy notice by writing to:

The British Society for Urogynaecology  
c/o Royal College of Obstetricians & Gynaecologists  
10-18 Union Street  
London  
SE1 1SZ

Alternatively, you can email us at [bsug@rcog.org.uk](mailto:bsug@rcog.org.uk).

We have also appointed a Data protection Officer ("DPO"). Our DPO is Evalian Limited and can be contacted by using the above email or postal address.

Please send your communication clearly indicating 'FAO the 'Data Protection Officer', your message will be passed directly to Evalian Limited for attention.