Dear Fellow

THE MEDICAL SOCIETY OF LONDON - GENERAL DATA PROTECTION REGULATION
2018 - COMPLIANCE STATEMENT AND INFORMATION FOR MEMBERS

The General Data Protection Regulations (GDPR) will apply in the UK from 25 May 2018. This statement and information has been compiled using the ICO guidance document (which is available at https://ico.org.uk/media/for-organisations/data-protection-reform/overview-of-the-gdpr-1-13.pdf for reference if required)

The Medical Society of London undertakes to process personal data held lawfully, fairly and in a transparent manner. Data collected and held will be for specific, explicit and legitimate purposes and not further processed in any manner which is incompatible with the purposes of administering The Society.

The Medical Society of London will only request and hold personal data that is relevant, adequate and limited to that required for the administration of the Society.

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

Personal Data 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 Medical Society.

Governance and Recording
Name of Organisation
The Medical Society of London
Data Protection Officer
The Registrar
Purposes of Data Holding and Processing
The administration of The Society
Details of Subjects
Members of The Society – Data provided on joining
Retention Schedules
Whilst membership is live and thereafter for historical records as agreed

Technical and Security
Data on Access Database held on encrypted NAS Drive and password protected. Back up discs locked for security.

Lawfulness of Processing
Personal Data 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. Data will not be passed to any third party, at home or abroad, without the specific consent of the subject.

The Medical Society of London is a Registered Charity, No 209242
Right to Object
Any member may object to the processing of their data 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 data being used for historical recording of the Society’s activities
at any time.

Consent
Personal Data 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, as there is no change to the lawful basis for consent
(the legitimate running of the Society), fresh consent will not be sought, although the right to remove
consent, which is applicable to all, will be refreshed at the AGM in May 2018.

Data Protection Officer
The Registrar is the DPO for the Medical Society and can be contacted at mike@medsoclondon.org

Right to Complain
Any member may make a formal complaint about the way in which their data is held or used at any time.
The complaint may be made formally to the Trustees of the Medical Society of London or to a
supervisory authority as advised by the ICO.

Right of Access
Any member may request access to their personal data 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 7 working days.

Right to Rectification
Any member may provide amendments or corrections to their personal data at any time. Corrections,
amendments and rectifications will be made within 5 working days.

Right to Erasure
Any member may request that their data be removed from the Society’s records at any time although this
will render the administration of their continuing membership more complicated.
Any member who resigns from the Society may request that their data is deleted at any time from their
date of resignation. The Society as a learned organisation may keep data on file, with permission, for
historical reasons.

Right to Restricted Processing
The Society will not process data 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 DPO will take action on any discovered or reported breach of GDPR or of personal data
immediately.
The DPO will notify the ICO of any breach of personal data (as outlined in the GDPR).

Any questions may be directed at The Registrar for clarification.

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