



TERMS & CONDITIONS

Solid Organ Transplant Pharmacy Association

Privacy

SOTPA consider protection of your privacy to be of utmost importance and is committed to providing you with a personalised service that meets your requirements in a way that safeguards your privacy. This Policy explains how we may collect information about you and then use it in order to satisfy your particular requirements. It also outlines some of the security measures that we take in order to protect your privacy and gives certain assurances on things that we will not do. Some of the personal information we hold about you may be sensitive personal data within the meaning of the Data Protection Act 1998. We will not use sensitive personal data about you other than for the specific purpose for which you provide it.

Collection of information

1. We may collect personal information about you for a number of sources, including: from you when you agree to take a product or service from us in which case this may include your contact details, payment method and possibly bank details; from you when you contact us with an enquiry or in response to a communication from us, in which case this may tell us something about your preferences.

Use of information

2. We will use personal information about you for a number of purposes, including: to help us to administer services and products which we offer; to help prevent or detect fraud or loss; to help to identify you when you telephone us to make an enquiry - for example, by asking you for your email address or telephone number so that we can avoid disclosing information to a person who is not authorised by you to receive it; to write to you or to telephone you with information about other services or products either from us or from our carefully selected partners. To aid networking at and following Masterclasses, the Delegates lists will list only your name, hospital and job type. We will not use your information in this way if you have opted out or otherwise not consented. Information we hold about you and your preferences will help us to make sure that we contact you about things likely to be of relevance and interest to you.

Disclosure of information

3. We do not sell mailing lists to third parties for their marketing purposes. Where required or permitted by law, information may be provided to others, such as the Police or the Inland Revenue.

Protection of information

4. We maintain strict security measures in order to protect personal information. This includes following certain procedures, for example to check your identity if you telephone us.

Data Retention

5. We will retain your information for as long as your account is active, your information is needed to provide your services as a member of the SOTPA, or as required to fulfil our legal obligations. If you wish to request a copy of the personal data we hold on you, delete your account or request that we no longer use your information to provide you services, contact us at SOTPA@mandmconsultants.co.uk. We will respond to your request within 14 days. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements, when your data is no longer required it will be fully removed from all our internal systems.

Communication Choice / Opt Out

6. You may "opt out" of receiving SOTPA email updates and newsletters. We will still contact you when there are changes to the Terms of Service, membership renewal or payment issue, as applicable. In addition, we will still send you service-related announcements including, but not limited to, a registration email, conference notification emails. Generally, you may not opt-out of these communications, which are not promotional in nature. If you wish not to receive them, you have the option of contacting the Secretariat and deactivating your membership.

The Internet

7. If you communicate with us via the Internet then we will use email to contact you about our services and products. However, you can always send us an email at any time to change your preferences.

Cancelling your membership

8. Members wishing to cancel membership may do so. Just contact the Secretariat:

SOTPA@mandmconsultants.co.uk.

Further information

9. If you would like any further information or have any comments on our Privacy Policy then please write to us or send us an email. We may amend this Policy from time to time in which case the amended version will be published on our website. If you ask, we will tell you what information we hold about you and provide a copy in line with the Data Protection Act.

Written & accepted by the Executive Committee May, 2018

Reviewed by the Executive Committee November 24th, 2018.