

## PRIVACY POLICY

The protection of personal data is a high priority for HSRAA. This privacy policy describes how HSRAA collects and processes personal data.

### 1. What data do we collect and process?

We collect, process, and save the personal data that members and customers provide when they purchase services from us, that conference/event speakers provide when they participate in an event, and that contributors to our publications provide. This includes but is not restricted to purchase of membership, conference attendance, training course attendance and publications.

The information we hold about you includes some or all of the following:

- Your name and address;
- Your email address and telephone number(s);
- Your bank account details or credit card number;
- Your billing address (if it differs from your contact address);
- The additional information you provide in the membership profile;
- A history of services purchased, e.g. membership subscriptions, conference and event tickets;
- Connection data, such as the IP address, of the device used to access the website or the service. We only save IP addresses to the extent necessary for providing our services.
- For conference speakers and contributors to our publications, your contact information and subject matter expertise.

### 2. How we process and use personal data

We process and use personal data to fulfil the contract and to provide our services, which include:

- Processing of membership fees;
- Processing of ticket sales;
- Management of HSRAA events, such as conferences and workshops;
- Published material e.g. HSRAA website, ONrecord, Guidance documents.

Minimum personal information (e.g. name, company) of conference delegates and workshop attendees may be made available to other delegates. Minimum personal information (e.g. name, company) of contributors to our publications may be made available to a wider audience.

### 3. How we transfer data to third parties

We do not transfer personal data to any third parties except for the following:

- conference delegate information transferred to the conference hotel;
- selected membership information transferred to chair(s) of Special Interest Groups

#### **4. Editing, blocking, and deleting data**

Members can edit and delete certain information that is held in the membership profile. Members may prevent their profile from being visible to other members. Members may request information to be corrected.

Any individual may request that his/her data is deleted if it is not needed for an approved purpose e.g. as documentary evidence of a financial transaction or as evidence of their current membership. After a contract expires, we delete the data saved in the services at the end of the agreed retention period.

#### **5. Security**

The HSRAA has a range of security measures to ensure the availability and security of your personal data. These include use of security passwords, limiting access only to authorised persons within the HSRAA's management and holding information within a secure systems environment. These measures are reviewed regularly and updated to ensure that they remain appropriate.

Financial transactions use an encrypted connection (SSL) for you to transfer sensitive data such as bank account or credit card details during an order.

#### **6. Legal rights**

Upon request, we will inform individuals in writing of whether we have personal data saved on them, and what these data are. If an individual would like to exercise his/her legal right to information, or regarding the correction, deletion, or blocking of data, please contact the HSRAA using the email address [privacy@the-hsraa.org](mailto:privacy@the-hsraa.org) the contact form on our website.