GASOC Privacy Policy November 2022

Introduction

Global Anaesthesia, Surgery and Obstetric Collaboration (GASOC) is a community interest company (CIC) based in the UK and founded to promote awareness of global surgery, anaesthesia and obstetrics amongst trainees and training bodies across the UK & Ireland. We also provide education, advocacy and research for anyone engaged in global surgery, anaesthesia or obstetrics. We exist to support our members, and take your privacy very seriously. This document sets out how we may collect, use and store your personal information.

This policy is based on the following principles:

- We exist to serve our members.
- The only reason we store your data is to let you know about things we think you'll be interested in and to help grow the global surgery community.
- We respect our members' right to privacy and will strive to never violate that.

Despite all our precautions, no data can be guaranteed to be 100% secure. While we strive to protect your personal information, we cannot guarantee the security of information you disclose to us online, and you must understand that you do so at your own risk.

We use a number of platforms to interact with our members. Although we set out below how this impacts your personal information, we cannot take responsibility for their policies. If you have questions about their processes, you should contact them directly.

You can contact the data protection officer at GDPR.gasoc@gmail.com. The data protection officer is a committee member. As of January 2022, the position is held by our web and communcations officer.

What information do we collect?

We collect information that you provide us directly through the website or google forms. This includes personally identifiable information such as name, email address and telephone number; it can also include additional data such as country of residence, working grade and gender. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

How do we collect information (including cookies)?

Website users
We collect information via your direct form submissions on our website. In addition to this, our website host Wix.com automatically collects a range of essential and non-essential cookies to optimise website functionality. You can give or withdraw consent for cookies in your browser settings.

Email campaigns
We use the mailing list tool mailchimp.com to administer our mailing list. The following is directly quoted from the mailchimp policy, which can be found in full here: https://mailchimp.com/en-gb/legal/cookies/

"We automatically place single pixel gifs, also known as web beacons, in every email sent by our Members. These are tiny graphic files that contain unique identifiers that enable us and our Members to recognize[sic] when their Contacts have opened an email or clicked certain links. These technologies record each Contact's email address, IP address, date, and time associated with each open and click for a campaign. We use this data to create reports for our Members about how an email campaign performed and what actions Contacts took."

Event registration
GASOC events are hosted on a range of platforms including zoom and MedAll. We often use Google Forms to facilitate sign up to events. As well as essential information, such as name and email address, this may also include some information that provides us with more insight into our audience (e.g. country of residence, profession, grade etc). Information submitted to MedAll is subject to their privacy policy (medall.org/privacy)

Why do we collect your information?

Website form submissions
The information supplied to us via form submissions will be used to contact you via our mailing list with information relevant to the activities of Global Anaesthesia, Surgery and Obstetric Collaboration (GASOC) and with relevant third party events that we feel would be of interest to our mailing list.

Website cookies
Cookies are collected to optimise website/mailing list functionality and provide us with analytics to assess basic information on how our website is being used and the location of our website users.

Email response data

This is useful to us to provide information on which topics are most engaging to our subscribers.

Event registrations

Information provided at event sign ups allows us to provide you with details on how to access the event, but also insights into our audience and how to maximise attendance to future events.

How do we store your information?

Website users

Our website is hosted on the Wix.com platform. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

Mailing list

Mailchimp.com is a US company with servers in the United States. As such, mailing list data may be stored in secure servers in the US in compliance with the compliance with the EU-US Privacy Shield Framework. For full information on data storage by mailchimp.com, please access their Data Processing Addendum (DPA) here: https://mailchimp.com/en-gb/legal/data-processing-addendum/.

Events

Google forms

We currently use Google Forms for many of our event sign-ups. A list of attendees is stored on google drive in a password protected account. This is only accessible to the members of the committee directly involved in organising the event. **Personal information on event attendance is stored for 2 months after which it is permanently erased. This allows enough time for analysis, and for clarification on who attended in case there are issues with attendance certificates.**

MedAll

Some of our events are hosted on the platform medall.org. Information provided to MedAll is subject to their privacy policy (medall.org/privacy). Following events, registration data may be exported by members of the committee in order to send out emails afterwards. In the event of such an export, the file will be password protected or stored on a password-protected online drive.

How can you withdraw your consent?

If you would like to unsubscribe from our mailing list, you can click the link at the bottom of any email from the GASOC mailing list. This will automatically remove you from the mailing list.

Alternatively, please email GDPR.gasocuk@gmail.com with subject line UNSUBSCRIBE - this is monitored by the GASOC data protection officer and your details will be manually removed. Please be aware that all GASOC committee members are in full-time employment in healthcare, and so there may be some delay if using this method for unsubscribing.

How do I find out what information GASOC is storing about me?

You have the right to request a copy of the information we hold about you, a Subject Access Request (SAR). See below for information on how to request your data. If the information is incorrect or you disagree with it, you have the right to ask us to correct it or erase it. We will promptly correct any inaccuracies and discuss with you any other changes you request. For more information on these rights please read the relevant guidance issued by the Information Commissioner's Office (ICO) at:
https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/

Because we work across a number of systems, there are two ways you must request your data. We apologise that this is not a more streamlined process.

- Wix/other data (e.g. google forms): Please contact us at GDPR.gasoc@gmail.com using the email address that is registered with our mailing list with the subject line 'SUBJECT ACCESS REQUEST'
- Mailchimp data: As a mailchimp 'contact' you should directly submit a subject access request through their website at https://mailchimp.com/en-gb/privacy-rights/.