

British Association of Paediatricians in Audiology (BAPA)



General Data Protection Regulation Guidelines

Date 12th November 2018

(last updated Oct 2023)

General Data Protection Regulation

Guidelines

for

British Association of Paediatricians in Audiology (BAPA)

Reasons for processing data.

- To inform members of the activities of the group
- To allow regional representatives to pass on information relevant to members interest
- For payment of membership fees.
- For registration and payment of conference fees.
- For contacting members associated with other relevant work which BAPA is involved with, such as Advisory Appointments Committee (AAC), Specialist Advisory Committee (SAC), Invited reviews.

Collection of information for a specific purpose

- Information for members will include:
 - Name
 - correspondence address correspondence email
 - Post & place of work
 - Bank details (for collection of Direct Debit by GoCardless)

Specific Purpose

- To contact members about conferences and regional meetings as well as other relevant information pertaining to their work.
- To allow networking of members within the membership of BAPA
- Information for Executive members will include
 - Email address
 - Post and place of work
 - Correspondence address

This is to allow members of the executive committee to be in contact with each other more easily in between executive meetings even when not at work.

- Posts and place of work are available for contacting members relating to other work of the special interest group (SIG) such as AAC, invited reviews, requests by other groups.

Processing data – relevant and adequate

- A full membership list is held by
 - Secretariat
 - Membership secretary
 - Treasurer – to ensure regular payment
- Regional membership lists are held by regional representatives
- The BAPA website contains the contact details of the most current members of the executive committee

Accurate and up to date personal data

- Update of email addresses and other information is performed at our annual conference
- Members may contact any of the following about any change in their personal data:
 - Regional representative
 - Secretariat
 - Membership secretary
 - Treasurer
- Whoever is informed about any change in data will need to inform all the other executive members who hold data on members

Time limit for storing data

- General information will be stored for six years according to the Limitations Act of 1980
- Certain information will be kept indefinitely for historical purposes
 - Members of the executive group (names only)
 - Prize winners (names only)

Security of data

- Storage of Data
 - Membership Secretary – Full data will be kept on computer - access is password sensitive. Written data is kept under lock and key at the Royal College of Paediatrics and Child Health

- Treasurer– Full data will be kept on computer - access is password sensitive. Written data will be kept under lock and key at the address of the BAPA Charity
 - Secretariat – Full data will be kept on computer - access is password sensitive. Written data will be kept under lock and key at the secretariat address.
 - Regional representatives – Storage will be on computers – access is password sensitive. Paper data (i.e. attendance at regional meeting to be kept under lock and key).
- Use of data
 - Executive members emailing
 - This will be only for purposes relating to membership of BAPA
 - May use 'cc' for emailing group of executive members only as they are all aware that we have each other's email address
 - If personal email addresses are used the email address must not be a shared email address
 - If an email trail is passed on from executive members to other members, the 'email cc' email addresses must be deleted
 - Regional emailing
 - This will be only for purposes relating to membership of BAPA
 - Use 'bcc' for members unless they particularly ask that their addresses can be viewed by other members. In this case use 'cc' for their address.
 - If personal email addresses are used these must not be shared email addresses.
 - Passing data onto a third party.
 - Personal data will not be passed onto a third party without the permission of the BAPA member.
 - Contacting members
 - Members of the executive committee may need to contact BAPA members in relation to anything pertaining to their membership