SWEMS Privacy Policy 2021/2022

Date completed: 14/08/2021

**Our contact details**

Name: Southampton Wilderness and Expedition Medical Society

Address: University of Southampton, Faculty of Medicine (85/2043), University Road, Southampton. SO17 1BJ

E-mail: southamptonwems@gmail.com

**The type of personal information we collect**

We currently collect and process the following information under the UK GDPR categories personal data and special category data:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Medical information

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reason:

* We use the information that you have given us in order that in an emergency we are able to respond appropriately and/or contact a named emergency contact.
* To communicate information to you about our events, if you have given consent.

We may share this information with SUSU, the Faculty of Medicine, University of Southampton and NHS responders in the event of an emergency.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting** southamptonwems@gmail.com **or the President of SWEMS.**

**(b) We have a vital interest. Wilderness medicine requires risk reduction exercises which includes emergency contact details and knowledge of medical conditions to prevent excess harm to an individual in an emergency scenario.**

**How we store your personal information**

Your information is securely stored on a password-protected Google Drive.

* Data is processed in a manner that ensures security through implementation of technical and organisational methods to protect against unauthorised processing, accidental loss, destruction or damage.
* Encrypted google forms are used to collect required safety data for events we run. Committee members only are able to access this data on a password-protected Google Drive and the data is used purely for its intended purpose.

Personal data and special category data (name, contact details, medical information) is deleted from the Google Drive when your data is no longer required as a participant in any SWEMS events.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at southamptonwems@gmail.com if you wish to make a request.

**How to complain and breaches**

If you have any concerns about our use of your personal information, you can make a complaint to us at southamptonwems@gmail.com

Breaches of data protection (for example unauthorised disclosure, accidental loss) will be reported to the SUSU GDPR Data Protection Officer. The report will include:

* The nature of the breached data
* The potential consequences
* Mitigation measures