

## Academy of Medical Sciences Privacy Policy

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### Overview

We take our obligations under privacy and data protection law very seriously. This Privacy Policy describes what Personal Information we collect, why, how we use it and who we share it with. It also explains your rights in connection to your Personal Information, including how to contact us or to make a complaint.

This notice applies to the Academy of Medical Sciences (**AMS**). We are located at 41 Portland Place, London, W1B 1QH.

AMS is registered as a data controller with the UK Information Commissioner's Office. As such, we are responsible for ensuring compliance with EU and UK data protection law when we process your Personal Information.

This Privacy Policy may change from time to time in response to guidance issued by the Information Commissioner's Office or other relevant bodies, or as a result of changes in the way we use your Personal Information. Where appropriate, we will communicate any future changes to this Policy by e-mail, letter, pop-up on the Academy website or other methods of communication as the Academy may consider appropriate. This Privacy Policy was last updated on 3 July 2018.

You have the right to object to our use of your Personal Information at any time in certain circumstances. For further information on all of your rights, please see the **Your rights in relation to your Personal Information** section below. Details of who to contact if you want to exercise these rights can be found in the **Contact Information** section below.

Any questions regarding this Privacy Policy or the way in which the AMS uses Personal Information should be sent to our Data Representative by email to [info@acmedsci.ac.uk](mailto:info@acmedsci.ac.uk) or by telephoning 02031413200 or by writing to The Data Representative, The Academy of Medical Sciences, 41 Portland Place, London, W1B 1QH.

### Key terms

AMS, we, us, our and the Academy	Academy of Medical Sciences
AMS Activities	<p>The activities that we are involved in to further our aims and objectives, including:</p> <ul style="list-style-type: none"> <li>• managing meetings, workshops, events;</li> <li>• operating our grants, schemes or other programmes;</li> <li>• running meetings, projects or programmes;</li> <li>• identifying and maximising funding opportunities; and</li> </ul>

	<ul style="list-style-type: none"> <li>issuing reports, statements, newsletters and other publications.</li> </ul>
Data Representative	Chris Straw, Director of Finance & Resources
Personal Information	<p>Any information about a living person by which that person can be identified. Some information may identify the individual directly, e.g. name or email address, or indirectly, e.g. job title and employer.</p> <p>We may be required to obtain your Personal Information to comply with our legal requirements, or to enable us to involve you in the AMS Activities you have requested. If you do not provide the relevant Personal Information to us, we may not be able to involve you in the AMS Activities."</p>
Special Categories of Personal Information	Information revealing racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs or trade union membership, genetic or biometric data, data concerning health, sex life or sexual orientation.
Website	<a href="http://www.acmedsci.ac.uk">www.acmedsci.ac.uk</a>
You or your	Anyone using the Website or participating or being involved in the AMS Activities. This may include Fellows, people who attend or participate in our events, meetings or projects, suppliers or contractors, donors and other business contacts (i.e. journalists, press officers at other organisations, industry experts etc).

### What Personal Information do we collect and use?

The type of Personal Information we collect and process depends on our relationship with you and the context in which we obtain and use it.

<b>Fellows</b>	<p>We require certain information to support an individual's Fellowship of the Academy. If this information is not provided, an individual may fail to exercise his/her rights, or discharge his/her responsibilities as a Fellow. The Personal Information we collect includes name, address, telephone number and electronic contact details.</p> <p>We also collect:</p> <ul style="list-style-type: none"> <li>Bank/building society details.</li> </ul>
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- Date of birth (for determining appropriate subscription level).
- Gender.
- Details of occupation, employment history, education, training, qualifications, publications, Charity Trusteeships, Company Directorships and other professional experience.
- Details of research expertise, areas of professional interest, industry/funder/institutional links.
- Civil honours and awards.
- Details of your participation in AMS Activities, e.g. service on committees, Council, or as a mentor.
- Professional digital presence, e.g. personal or institutional website and social media account details.
- Information provided to us as part of AMS Activities, e.g. expert views and written contributions, survey responses, panel notes.
- Any charitable donations to the Academy.
- Correspondence.
- Photos.
- Peer review reports and panel discussion notes in relation to nominations to Fellowship or grant/programme applications.
- Names of the candidates you nominate for election to the Fellowship.

Fellows' name, job title and institution/employer, area of expertise and citation on election (but not contact details) are publicly available through the Fellows' Directory on the Academy's website.

Fellows' contact details are made available to other Fellows through the restricted Fellows area of the Website, unless a Fellow asks us not to.

We may share Personal Information - limited to information that is already in the public domain, such as name, job title, organisation/institution and area of research expertise/interest - about individual or groups of Fellows with trusted third parties, e.g. when asked to suggest particular experts.

We may also collect certain Special Categories of Personal Information about you, including racial or ethnic origin, disability and other protected characteristics for inclusion, equality and diversity purposes only.

<p><b>Suppliers and contractors who provide services to AMS</b></p>	<ul style="list-style-type: none"> <li>• Name, address, telephone number, electronic contact details.</li> <li>• Bank/building society details.</li> <li>• Information related to AMS Activities and operations.</li> <li>• Correspondence.</li> </ul> <p>Further details on how we process Personal Information can be found in the contract or agreement related to the service provided.</p>
<p><b>Donors</b></p>	<ul style="list-style-type: none"> <li>• Name, address, telephone number, electronic contact details.</li> <li>• Bank/building society details.</li> <li>• Donation history.</li> <li>• Correspondence.</li> <li>• Occupation, interests and professional information.</li> <li>• Details of your participation in AMS Activities.</li> </ul>
<p><b>Others – contacts in other organisations, participants in meetings, projects, programmes or events, journalists, industry experts</b></p>	<ul style="list-style-type: none"> <li>• Name, address, telephone number, electronic contact details.</li> <li>• Correspondence.</li> <li>• Occupation, interests and professional information.</li> <li>• Details of your participation in AMS Activities.</li> </ul> <p>In some instances, we may also collect certain Special Categories of Personal Information about you e.g. for meeting attendees, we may seek information on gender, racial or ethnic origin, disability and other protected characteristics. This is for inclusion, equality and diversity purposes only and is de-coupled from any identifiers so that it is anonymous and aggregated unless otherwise stated.</p>

In the course of your relationship with us you may provide us with Personal Information relating to third parties. This may include details of your next of kin/emergency contact for use if there is an emergency situation in relation to your health.

We will use this Personal Information in accordance with this Privacy Policy. If you are providing Personal Information to us relating to a third party, you confirm that you have the consent of the third party or are otherwise permitted to share such Personal Information with us and that you have made the information in this Privacy Policy available to the third party.

Our website is not intended for children and we do not knowingly collect data relating to children via the website.

## Why do we collect Personal Information?

Under data protection law, we can only use Personal Information if we have a legal basis for doing so. We will use Personal Information for one or more of the following legal bases:

- to comply with **legal and regulatory obligations**;
- for our **legitimate interests** (see below) or those of a third party;
- for the performance of a **contract with you**; or
- with **consent** from the relevant individual.

A legitimate interest is when we have an organisational reason to use Personal Information, so long as this is not overridden by an individual's rights and interests. We make sure we consider and balance the potential impact on individuals (both positive and negative) before we process Personal Information for our legitimate interests. When the Academy relies on its legitimate interests it means:

- the pursuit by the Academy of its aims and objectives, or those of a third party;
- compliance with applicable legal and regulatory obligations and any codes of conduct;
- improvement and development of the operation of the Academy and its provision of awards/grants or programmes, or those of a third party; or
- the protection of the Academy's aims, objectives and business and those involved with it (such as its Fellows or employees or other stakeholders), or those of a third party.

The table below explains what we use your Personal Information for and our legal basis for doing so.

	Legal basis	Legitimate interests	Contract with you	Consent	Legal and regulatory obligation
<b>Purpose</b>					
To process your request to be involved in the AMS Activities.		✓			
To register your attendance at an AMS meeting or event.		✓			
To communicate with you and other individuals.		✓	✓		
To provide you with information about the AMS Activities, or relevant activities of a third party, which we think will be of interest to you.		✓		✓	
To administer your payments to us or any payments which we make to you (for example donations or subscription fees).			✓		
To carry out and deal with the administration of events or		✓	✓		

schemes which are organised by us and at which you are an attendee, participant or speaker.				
To assess and improve the quality of the AMS Activities.	✓			
To consult with you as part of the AMS Activities.	✓	✓		
To comply with applicable legal and regulatory obligations and any codes of conduct.				✓
To manage your involvement in the AMS Activities or any supply of goods/services to ensure your involvement/supply meets the needs of our organisation.	✓			
To carry out our obligations arising from any contracts entered into between you and us or in preparation of entering into a contract with you.		✓		
To provide you with details of the AMS Activities and liaise with you in connection with possible promotional pieces (reports, articles etc) in relation to those AMS Activities.	✓			
To carry out governance activities (e.g. Council elections).	✓			✓
To monitor the equality, diversity and inclusion of participation in AMS Activities.	✓	✓		
To communicate with you about how your support has benefited AMS.	✓		✓	

### Special Categories of Personal Information

When we process Special Categories Personal Information we will rely on either of the following legal bases:

- your explicit **consent**; or
- one or more of the other legal bases set out in the table above and the use is:
  - **necessary for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity** (for example, when a court issues a court order requiring the processing of your sensitive Personal Information); or

- o in your **vital interests**.

Where we use Special Categories of Personal Information for equal opportunities monitoring (for further information see below), we will do so in reliance on the basis that it is in the **substantial public interest to have equality of opportunity or treatment**.

## **Our commitment to equal opportunities**

To help us meet our commitment to equal opportunities, we may collect information on nationality, age, ethnic origin, gender and disability. This information is only available to us if you choose to supply it and is only used for equality, diversity and inclusion purposes.

Where we collect Special Categories of Personal Information for equal opportunities monitoring (such as your ethnic origin or information regarding a disability you may have), we will process this in accordance with the **Special Categories of Personal Information** section immediately above.

We report equal opportunities information annually on our website on an aggregated and anonymised basis.

## **How Personal Information is collected**

The vast majority of Personal Information we collect comes directly from you, e.g. through correspondence, grant applications, meeting registrations or Fellowship nominations.

Third parties may pass Personal Information to us in the course of our organisational activities, e.g. suggesting particular experts, peer reviewers or workshop participants. This will include, where relevant, name, job title, organisation and details of research expertise or areas of professional interest.

We may also collect Personal Information from publicly accessible sources, e.g. university or institutional websites or Companies House. This may include details of the work you have undertaken or positions you have held, research expertise and areas of professional interests.

We do not use your Personal Information for any automated decision making.

## **Who AMS discloses Personal Information to**

We may share your Personal Information with:

- Service providers, including IT support, a mailing house, the provider of our grant management system, survey and electronic newsletter providers, website developers, evaluators and other contractors;
- Our bank and auditors;
- Our professional advisers, including accountants and lawyers;
- Fellows and external peer reviewers (if you are applying to a scheme or programme) i.e. through our internal online election system eLect 2, access to which is strictly limited to Fellows and password protected; and
- Scheme/project partners (e.g. research funders, institutions or other entities who collaborate with us on grant schemes, projects and programmes). We will advise you when your participation in an activity will require sharing your Personal Information with a partner. Current partners include: Wellcome Trust, Medical Research Council, National Institute of Health Research, UK Research & Innovation, British Heart Foundation, The Health Foundation, Diabetes UK, and Arthritis Research UK;
- The Royal Society, the British Academy and the Royal Academy of Engineering; ; and
- External agencies and organisations (including the police, the relevant local authority and other law enforcement agencies) for the purpose of complying with applicable legal and regulatory obligations.

These third parties have access to Personal Information to carry out the activities we instruct them to do.

We may also disclose your Personal Information to other third parties, for example:

- if we or substantially all of our assets are acquired by a third party (or are subject to a reorganisation within our group), Personal Information held by us will be one of the transferred assets;
- if we are under a duty to disclose or share your Personal Information in order to comply with any legal obligation, or we are involved in any litigation with you; and
- in other situations where we have the consent of the individual to do so (if this is required).

Where Personal Information is shared with a third party it will be limited to that which is required for the particular purpose or AMS Activity and we will take steps to protect it. Fellows' name, job title and institution/employer, area of expertise and citation on election (but not contact details) are publicly available through the Fellows' Directory on the Website. Fellows' contact details are made available to other Fellows through the restricted Fellows area of the Website, unless a Fellow asks us not to. We may share information that is already in the public domain, such as name, job title, organisation/institution and area of research expertise/interest - about individual or groups of Fellows with trusted third parties, e.g. when asked to suggest particular experts.

We will always treat your Personal Information with the utmost respect and **we will never sell or share it with other organisations to allow them to send you marketing (including fundraising).**



## Website and social media

We use several analytical tools, including Google Analytics, to collect statistical information about the visitors to our Website and followers of our social media accounts. This information includes pages visited, content searched and post interactions. We use this information to maintain and improve our Website and social media communications. Web analytic data does not reveal an individual's identity, and social media analytics only show information from accounts with public settings. Please read our [cookie policy](#) for more information about how we use cookies and similar technologies.

## Where your Personal Information is held

Information may be held at our offices or those of third parties (see section on third parties). We also hold your Personal Information in secure data centres in the UK with all reasonable technological and operational measures put in places to safeguard it from unauthorised access. For more information on how we keep your Personal Information secure, please see the **How we protect your Personal Information** section below.

## Transferring your Personal Information out of the EEA

It may be necessary to share your Personal Information outside of the European Economic Area (EEA) for example due to the international nature of the work that we do. This may include:

- our service providers located outside the EEA;
- if you are based outside the EEA;
- if a Fellow, staff member or peer reviewer accesses Personal Information remotely through one of our secure systems whilst travelling or residing outside the EEA; or
- if we collaborate with an institutional partner in a country outside the EEA on a programme, project, conference or event. This will be made clear to any participants in the programme, project, conference or event.

These transfers are subject to special rules under European and UK data protection law. We make sure that transfers are limited to the minimum amount of information possible. To obtain further information about where your Personal Information may be transferred to, please contact us using the details in the **Contact information** section below.

When we transfer your Personal Information outside the EEA, we will take reasonable steps to ensure that such information will be adequately protected, in particular by either:

- using standard data protection clauses which have been adopted by the European Commission and can be accessed [here](#); or

- in respect of some transfers to the United States, in reliance on the EU/US Privacy Shield. For further information please see [www.privacyshield.gov/welcome](http://www.privacyshield.gov/welcome).

This approach is compliant with applicable data protection law (being Articles 45 and 46.2 of the General Data Protection Regulation). For further information about these transfers and the safeguards in place (including to obtain a copy of any documents in place), please contact us using the details in the **Contact Information** section below.

## **How long your Personal Information will be kept**

We will only retain your Personal Information for as long as necessary to fulfil the purposes for which we collected it, including satisfying any legal, accounting or reporting requirements. To determine the appropriate retention period for Personal Information, we consider the amount, nature and sensitivity of the Personal Information, the potential risk of harm from unauthorised use or disclosure of it and the purposes for which we process your Personal Information.

Certain Personal Information on Fellows is retained indefinitely as part of our commitment to retaining a true and accurate historical record of the activities and business of the Academy of Medical Sciences as a national institution. For example, the fact that you were a Fellow and details of the AMS Activities you were involved in as a Fellow will be retained, but bank account/building society details will only be held for a maximum of two years after you cease being a Fellow. It is in the public interest to retain these archiving records.

Personal Information on others, including suppliers, contractors, and participants in events, programmes or projects is retained for up to two years following completion of the contract, event, programme or project.

This may be or longer if there is a stated business need, legal or statutory requirement, or a perceived historical value.

We regularly review our databases and when it is no longer necessary to retain your Personal Information, we will delete or anonymise it. In some circumstances we may anonymise your Personal Information (so it can no longer be associated with you) for research or statistical purposes without further notice to you.

## **How we protect your Personal Information**

It is our policy to ensure that all Personal Information held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling that information, including the damage that could be caused to an individual as a result of loss, corruption and/or accidental disclosure of any such information, and in accordance with any applicable legal requirements.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will seek to protect Personal Information, we cannot guarantee the security of Personal Information transmitted online and any transmission is at the individual's own risk.

We will put in place appropriate security measures to seek to keep Personal Information secure. AMS undertakes regular security and risk reviews and monitors all of the controls that it has in place to ensure the security, accuracy and integrity of the Personal Information it holds.

Individuals should notify (by email, telephone or in writing using the contact details below) the Academy if any Personal Information is incorrect or out of date. If we have given you a username and password which allows you to access certain parts of our system, e.g. our Fellowship election software, you are responsible for keeping it confidential.

### **Your rights in relation to your Personal Information**

You have certain rights in relation to your Personal Information. Some of these rights only apply in certain circumstances, and may be subject to exemptions. The table below sets out a summary of your rights, which can be exercised by contacting [info.acmedsci.ac.uk](mailto:info.acmedsci.ac.uk):

	<b>Summary of your rights</b>
<b>Right of access to your Personal Information</b>	You have the right to receive a copy of your Personal Information that we hold about you, subject to certain exemptions. We may require further information in order to respond to your request (for instance, evidence of your identity and information to enable us to locate the specific Personal Information you require).
<b>Right to rectify your Personal Information</b>	You have the right to ask us to correct your Personal Information that we hold where it is incorrect or incomplete.
<b>Right to erasure of your Personal Information :</b>	You have the right to ask that your Personal Information be deleted in certain circumstances. For example: <ul style="list-style-type: none"> <li>• where your Personal Information is no longer necessary in relation to the purposes for which they were collected or otherwise used;</li> <li>• if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your Personal Information;</li> <li>• if you object to the use of your Personal Information (as set out below);</li> <li>• if we have used your Personal Information unlawfully; or</li> </ul>

	<ul style="list-style-type: none"> <li>• if your Personal Information needs to be erased to comply with a legal obligation.</li> </ul>
<b>Right to restrict the use of your Personal Information</b>	<p>You have the right to suspend our use of your Personal Information in certain circumstances. For example:</p> <ul style="list-style-type: none"> <li>• where you think your Personal Information is inaccurate but only for so long as is required for us to verify the accuracy of your Personal Information;</li> <li>• the use of your Personal Information is unlawful and you oppose the erasure of your Personal Information and request that it is suspended instead;</li> <li>• we no longer need your Personal Information, but your Personal Information is required by you for the establishment, exercise or defence of legal claims; or</li> <li>• you have objected to the use of your Personal Information and we are verifying whether our grounds for the use of your Personal Information override your objection.</li> </ul>
<b>Right to data portability</b>	<p>You have the right to obtain your Personal Information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies:</p> <ul style="list-style-type: none"> <li>• to Personal Information which you have provided to us;</li> <li>• where the use of your Personal Information is based on your consent or is necessary for the performance of a contract; and</li> <li>• when the use of your Personal Information is carried out by automated (i.e. electronic) means.</li> </ul>
<b>Right to object to the use of your Personal Information (including to object to direct marketing, automated decision making and profiling)</b>	<p>You have the right to object to the use of your Personal Information in certain circumstances and subject to certain exemptions. Examples of this right include;</p> <ul style="list-style-type: none"> <li>• where you have grounds relating to your particular situation and we use your Personal Information for our legitimate interests (or those of a third party);</li> <li>• where we use your Personal Information to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects you; and</li> <li>• if you object to the use of your Personal Information for direct marketing purposes.</li> </ul>
<b>Right to withdraw consent</b>	<p>You have the right to withdraw your consent at any time where we rely on consent to use your Personal Information.</p>
<b>Right to complain to the relevant data protection authority</b>	<p>You have the right to complain to the relevant data protection authority, which is, in the case of the Academy, the Information Commissioner's Office, where</p>

	you think we have not used your Personal Information in accordance with data protection law.
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To exercise any of these rights please contact [info@acmedsci.ac.uk](mailto:info@acmedsci.ac.uk)

## How to complain

We hope we can resolve any query or concern you may raise about our use of your Personal Information. If you wish to complain, the first step is to write or speak to the member of AMS staff who has been your contact point. If this does not apply, or you would prefer not to refer your complaint to a staff contact, or you are not satisfied with the response, you should write to the Data Representative at AMS using the details below.

Your complaint will be acknowledged within 3 working days and we will try to ensure you receive a response within 21 working days of us sending you our acknowledgement. If we cannot give you a full response within this time we will let you know how long it will take. We will contact you if we require further information.

We will investigate your complaint but if you are not satisfied with our response, or believe we are processing your Personal Information unlawfully, you can complain to the UK Information Commissioner's Officer by calling 0303 123 1113. Further information about your rights and how to get in contact is set out on the ICO website [www.ico.org.uk](http://www.ico.org.uk).

The EU General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or EEA) State where you work, normally live or where any alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner.

## Contact information

Please contact us or our Data Representative by post, email or telephone if you have any questions about this privacy policy or the information we hold about you.

Our contact details	Our Data Representatives
<a href="mailto:info@acmedsci.ac.uk">info@acmedsci.ac.uk</a> Tel : 0203141 3200 Post: The Academy of Medical Sciences 41 Portland Place London W1B 1QH	Chris Straw Director of Finance & Resource