

## Conference and programmes privacy notice

At The Royal College of Radiologists we are committed in protecting your privacy.

### Who we are

We are The Royal College of Radiologists, a charity that works with our members to improve the standard of medical practice across the fields of radiology and oncology. The Royal College of Radiologists is a registered charity (no.211540). The registered address is 63 Lincoln's Inn Fields, London, WC2A 3JW

Our data protection office can be contacted by sending an email to [Natalie\\_creaney@rcr.ac.uk](mailto:Natalie_creaney@rcr.ac.uk)

### How do we collect information from you?

We obtain information from you when you register to attend conferences, courses and webinars or when you contact us for further information regarding any of our education resources and activities. This could be through our website or on a booking form.

### What type of information is collected about you?

The personal data we may collect in order to register you for an event or course will include your name, address, and email address, telephone (landline/mobile), age, gender, dietary requirements and any special access requirements you may have to access the course you plan to attend.

### How is your information used?

We may use your information to

- Deliver the conference, course or webinar to a high standard
- Provide your name and hospital to other delegates, speakers, sponsors and venue
- Provide delegate badges for your attendance at a course or conference

These activities (conducted either by the RCR or a third party) are counted under legitimate interests according to Article 6(1) (f) of the General Data Protection Regulation.

### Delegate Lists

We include you name and hospital or trust on the delegate list for the relevant course. You have the option to not appear on the delegate list by emailing the conference office. Once you have asked to not appear on that delegate list your name will not be shared with anyone else outside of the RCR in relation to the specific event or course. Your name, hospital, dietary or access requirements may still be shared with the specific event venue for security or event delivery purposes.

### Who has access to your information?

Your information will be viewed by our Conferences and Programmes team. It will be held on a secure database which only authorised members of staff have access to. Your name and hospital will be shared with other delegates, speakers, sponsors and venue for the specific event or course you have registered to attend. We will not share your information with third parties for marketing purposes.

### Retention Period

Booking forms will be held electronically but for no longer than 6 months following the event date for internal reference and will be securely disposed of after this date.

## **Your rights**

You have the right to ask us to provide you with access to and rectification or erasure of your personal data. Providing you this information is free of charge, but charges may apply for excessive requests.

To contact us about the data we hold on you for events you may email [conf@rcr.ac.uk](mailto:conf@rcr.ac.uk) or write to the Conference and Programmes Manager, Professional Learning and Development team, 63 Lincolns Inn Fields, London, WC2A 3JW.

You have the right to ask us to provide you with the personal data you have provided to us in an electronic format or to ask us to provide it to a third party.

## **Complaints procedure**

Any complaints regarding the method in which we handle your data may be logged by sending an e-mail to [complaints](#) or sending a letter to our registered address for the attention of the Chief Executive.

Should you be unhappy with our processing of your personal data, you have a right to complain to the Information Commissioner's Office.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in **May 2018**.