

## **PRIVACY NOTICE**

MPG is committed to protecting your privacy; the statement below describes how we collect and use information about members, those who participate in our trips, bursary applicants and speakers at events.

### **Collection and Use of Information**

MPG collects personal information from you when you complete a form on our website.

The personal information we collect may include name and contact details and additional information depending on the context.

If you apply to join one of our trips you are asked to provide additional information required by authorities in the host country or needed by MPG in order to organise the trip and ensure your safety. This information will include a voluntary disclosure of any medical conditions you think the organiser needs to be aware of in order to ensure your safety.

Those applying for bursaries are required to provide additional information, including a copy of their passport or other identity document to help protect MPG from fraud.

By providing the information on an application form, you consent to our use of your personal information to provide you with the service you are applying for. Your information is not shared with third parties other than is strictly necessary to provide the service you are applying for.

If at any time you would like your data removed from our records, please e-mail: [secretary@medpag.org](mailto:secretary@medpag.org) or write to us at Rosemount, Preston, DUNS, TD11 3TQ.

### **Legitimate Interests**

Under some circumstances we may wish to use your personal information for our legitimate interests. We are able to do this if we have a genuine and legitimate reason and are not harming any of your rights and interests. We will consider both the legitimate aims and interests of our association in carrying out our work to protect and promote it and the impact that any contact may have on you.

### **Privacy and Security**

The personal information that we hold about you is stored on our website database and spreadsheets, access to which is restricted to the MPG Management Committee and where appropriate a relevant subcommittee and our tour organisers. We will keep your personal information safe. We will also endeavour to keep your information accurate and up to date. Please notify us of any changes by e-mail: [secretary@medpag.org](mailto:secretary@medpag.org) or by writing to us at Rosemount, Preston, DUNS, TD11 3TQ.

### **Retention**

Your personal information is kept only for as long as is necessary for the purposes for which it is used.

### **Legal Compliance**

MPG may need to disclose your information if required to do so by law or in response to a court order.

## **Consent**

By providing us with your personal information you consent to the collection and use of that information for the purposes and in the manner described in this Privacy Policy. We will ensure that we act in accordance with your preferences as well as with UK data protection law and other relevant legislation.

## **Website Links**

This privacy policy applies only to personal data collected and processed by MPG. Our website may include links to websites run by other organisations. We are not responsible for the privacy policies of any other websites or services that we do not control.

## **Data Protection (Rights of Access)**

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. A copy will be sent to you as soon as possible and no later than one month after your request. If you wish to exercise these rights or if at any time you would like your data removed from our records, please e-mail: [secretary@medpag.org](mailto:secretary@medpag.org) or write to us at Rosemount, Preston, DUNS, TD11 3TQ.