

## **THE SOCIETY OF ANAESTHETISTS OF WALES DATA PROTECTION POLICY.**

1. The General Data Protection Regulation (GDPR) (EU 2016/679) became law in the European Union, including the United Kingdom of Great Britain and Northern Ireland, as of 25 May 2018. It is anticipated that the law will continue to apply in the United Kingdom of Great Britain and Northern Ireland after the country leaves the European Union in 2019.
2. The regulation pertains to all organizations which use and manage personal data – in other words, data controllers.
3. Personal data includes but is not limited to name, address, place of work, telephone numbers, e-mail addresses, employer details and bank / building society details.
4. The Society of Anaesthetists of Wales (“The Society”) falls under the purview of the law as a data controller.
5. Delegates who book to attend our conferences are required to provide personal data as part of the booking process. This data will be stored securely at all times and used solely for the organization of the relevant meetings.
6. Online payments for meetings of the Society are processed by PayPal Holdings Inc. (PayPal) pursuant to their data protection policies. The Society does not obtain personal bank details from PayPal.
7. Where delegates pay attendance fees by cheque, the Society does not store any bank details of the delegates concerned. All cheques are stored securely and are cashed by the Treasurer at the earliest opportunity following the meeting.
8. The list of names of attendees at a given meeting will be stored for at least 24 months after the meeting. This is in keeping with Royal College of Anaesthetists (“the College”) and Academy of Medical Royal Colleges requirements for obtaining Continuing Professional Development (CPD) certification. This attendance register may need to be provided to the College upon request for quality assurance reasons. No contact details of delegates will be shared with the College.
9. Delegates who book to attend our conferences will be asked whether they would like to be informed about future meetings of the Society. If they consent, details of future meetings will be sent to them by e-mail.

10. Personal e-mail addresses will not be shared with any other organization or used for promotion of events not organised by the Society of Anaesthetists of Wales.
11. Consent for the use of personal data for notification of future Society of Anaesthetists of Wales meetings can be withdrawn at any time. An individual who wishes to withdraw this consent can do so by e-mailing [secretary.saw@outlook.com](mailto:secretary.saw@outlook.com) and, upon receipt of the message, the pertinent e-mail address(es) will be removed from the database.
12. An individual may request to see the personal information the Society holds about him / her by e-mailing [secretary.saw@outlook.com](mailto:secretary.saw@outlook.com).
13. Corporate sponsors of meetings of the Society are required to provide personal data of the representatives attending the meeting.
14. The names of companies sponsoring the meetings may be shared with the Royal College of Anaesthetists as part of the CPD application process. No personal data of the representatives themselves is required to be shared with the College as part of this process.
15. The representatives attending the conferences will be asked whether they consent to receiving notification of future events of the Society. If they consent to this, these notifications will be sent by e-mail.
16. No personal data of corporate sponsors will be shared with any other organisation or used to seek promotion or support on behalf of any other organization.
17. Events of the Society may be photographed; speakers and presenters, including trainees taking part in competitions, usually are. Photos may also be taken of the audience, at award ceremonies and of the trade show. These photographs may be used in reports of the meetings and in promotional work of the Society. They may be stored as part of an archive of the Society. If an individual does not wish to be photographed he / she should indicate this by e-mailing [secretary.saw@outlook.com](mailto:secretary.saw@outlook.com) or stating this on the booking form.
18. Speakers and presenters will be routinely offered copies of photos of their presentations after the meeting.
19. As with other personal data, an individual may request the Society to disclose what photos are held and also to delete them.

20. The abstracts and presentations submitted to the Society will remain under the copyright of the author(s) concerned. No such rights will accrue to the Society at any time. These documents will be stored securely and will not be shared with any other individual or organization. As with all other personal data, the author(s) have the rights to request access to data held and to request deletion of same.
21. Posters submitted to the Society for presentation at meetings are also subject to the authors' copyrights. Poster presenters will be asked to retrieve their posters after the meeting. If they do not, it will be assumed that they do not wish to keep them and said posters will be securely destroyed.
22. Any queries about the aforementioned policies of the Society may be directed by e-mail to [secretary.saw@outlook.com](mailto:secretary.saw@outlook.com).