

The Society for Research in Rehabilitation

Privacy & Retention Policy 2018

Thank you for visiting the SRR Privacy & Retention Policy which relates to data collected via our website and our Secretariat for general Society business and aims of managing the Society, Membership and our annual conferences.

This Policy explains when, why and how we collect and store personal information about people who visit our website, join as a member, attend our meetings or contact us, how we use it, and the conditions under which we may disclose it to others and how we keep it secure.

This Policy may be subject to updates so please check this page to ensure that you're happy with any changes. By joining the Society as a member, submitting an abstract, registering for a conference or communicating with the Society you are agreeing to be bound by this Policy.

The Society for Research in Rehabilitation we only hold personal data for as long as necessary.

Who has access to your information?

The members of the Society for Research in Rehabilitation Council have access to personal information to fulfil the business of the Society. We will not, share, sell or rent your information to third parties.

Who are we?

The Society of Research in Rehabilitation (SRR) is the major multidisciplinary rehabilitation research society in the UK. Its aim is to advance education and research into all aspects of the rehabilitation of people with disability and to disseminate the useful results of such research for the public benefit.

The Society aims to be inspiring and educational, whilst providing excellent opportunities for networking, for junior and established researchers.

The SRR runs up to two conferences a year, with topic specific research symposia, free scientific presentations and 'work in progress' posters.

Membership of this Society is open to people interested in rehabilitation research; all professions working in the field of rehabilitation are represented amongst the membership. Most work within the UK and the rest of Europe but membership extends worldwide.

Member Benefits:

- Network with leading UK researchers
- Notification of key events and jobs
- Discounted conference rates for affiliate organisations e.g. UK Stroke Forum
- Quarterly eNewsletters

How do we collect information from you and what type of information is it?

Personal information is collected through our website if you choose to become a member of the Society, submit an abstract or register for a conference. We will make it clear when we collect personal information and only do so to carry out the aims of the Society.

We may also obtain some personal information about you when you contact the Society via email to our Secretariat to make an enquiry.

If you chose to become a member of the Society, the following information is held if provided: Name, Address, Email, Telephone No, Profession and Research Interests. We will also record your annual membership payment amount to assist us in managing membership payments. We will only request bank details from a member if they require a payment from the society, for example, a refund. Membership payments are made through a Standing Order, Paypal, BACS transfer or Cheque. Members can also chose to complete a Gift Aid declaration, which will be held if provided.

The Society holds one or two conferences a year where delegates can register online securely and submit abstracts. To manage these meetings it is necessary to hold the details of registrations and submitting author contact details for badging, catering and communications regarding the conference, and managing the registration fees. Banking details are not requested as delegates send the registration payment to the Society's bank via cheque, BACS transfer or Paypal.

How is your information used and retained?

Members

We will not pass on your personal details to any third party company for marketing or other purposes. We simply use your details to correspond via email on Society and research in rehabilitation specific information.

We may use Membership information to:

- send you a quarterly newsletter via email;
- seek your views or comments on NICE consultations or Society specific constitution amendments;
- notify you of relevant conferences, workshops, vacancies and fellowships;
- contact you regarding membership payment issues

While you are a member of the Society we will hold your personal details on our secure web server and in a 'Membership database' managed by the Secretariat. When you resign from the Society your records will be deleted unless there is a legal requirement to keep a record e.g. for financial reporting. If a member defaults on their annual membership fee and fails to communicate with the Society, this will be treated in the same way as a resignation. Any bank details provided to the Society at any point will be destroyed once the transaction is completed unless there is a requirement to retain the information for financial reporting.

Gift Aid Declarations

As the SRR is a registered Charity, it is able to claim tax back on any donations through the Gift Aid scheme. If as a member you enable us to claim gift aid on your annual membership fee, we will need your home address to comply with the Gift Aid regulations.

Gift Aid declarations are currently completed online when you join the Society and held securely on the web server. Where a member has completed an older paper Gift Aid Declaration, these are scanned by the Secretariat and kept in a secure electronic location.

Following resignation from the Society, Gift Aid declarations may be retained for up to 6 years to comply with legal financial reporting requirements.

Financial Records

As a Registered Charity, SRR is required to produce annual accounts and to have them audited. To enable these processes we need to hold financial details relating to the running of the Society. We are required to hold certain financial records for a time period of 6 years for these accounting and auditing purposes. Paper and electronic records are held securely with our Treasurer. After 6 years the records are destroyed in a safe manner.

Conference Registrations and Submitted Abstracts

To manage Society conferences it is necessary to hold the details of registrations and submitting author contact details for badging, catering and communications regarding the conference, and managing the registration fees. These details are held securely on the web server. Once the conference is complete and all finances received, paid and finalised the manual registration details held by the Secretariat are deleted except for some financial records that must be retained.

Security precautions in place to protect the loss, misuse or alteration of your information entered on our website

When you enter personal information on our website, we take steps to ensure that it's treated securely. Sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we can't guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our IT systems.

Our third-party website server is <https://www.rackspace.com/en-gb> which is GDPR compliant.

Use of 'cookies'

Like many other websites, the SRR website uses cookies. 'Cookies' are small pieces of information placed on your computer and stored on your hard drive to allow that website to recognise you when you visit

again. They collect statistical data about your browsing actions and patterns but do not identify you as an individual. We also use a third party service, Google Analytics, to analyse these data but we do not allow Google to make any attempt to find out the identities of those visiting our website.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using some websites.

Links to other websites

Our website may contain links to other websites run by other organisations, for example other research in rehabilitation conferences which we have endorsed as a Society. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

How you can access and update your information

The accuracy of your information is important to us. If you would like to know what information we hold on you, please contact us via email: srr_secretary@srr.org.uk

You have the right to ask for a copy of the information SRR has about you at any time.

Last updated 30.5.18