

## **Privacy policy**

### **WHAT INFORMATION DO WE COLLECT ABOUT YOU**

We collect information about you when you fill in a contact form or email us directly. We may also collect, store and use the following kinds of personal information:

- (a) Information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, length of visit, page views and website navigation).
- (b) Information that you provide to us for the purpose of registering with us
- (c) Information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.
- (d) Any other information that you choose to send to us.

The information that we collect about you may include your name, email address, phone number, IP address, location & company name plus any information that you supply voluntarily.

### **WHY WE NEED YOUR DATA**

We collect information about you to fulfill your request. For example if you fill out a registration form on Eventbrite we will then use the information that you have provided us with to contact you directly, process your order, manage your account and, if you agree, to email you with further updates.

We will take cautionary measure to ensure we do not collect any personal data from you that we do not need.

### **HOW LONG WILL WE STORE YOUR DATA**

We take all reasonable steps to retain your personal information only for as long as reasonably necessary. If you no longer want us to store your information you may request for it to be removed from our records (please see below for details of how to request removal). Also, we will remove your records from our registered office by shredding any physical copies of data that we have of you on file and deleting your records from our server.

### **WHERE YOUR DATA WILL BE STORED**

We will store your data on the Birmingham Medical Institute's database which is saved on a secure, password protected server. Any hard copies of your data will be kept in a filing cabinet within the registered office, which will also be locked using a key at the end of each day, only authorised members of staff have access to the places stated above.

## **CORRECTING, UPDATING & REMOVING YOUR INFORMATION**

You have the right to ask us to provide a copy of the information we hold about you and to have information removed or any inaccurate information about you corrected.

If you would like your information to be removed from our records or if your information requires amending then we will endeavor to correct, update or remove your information as swiftly as possible. This can be done using the following methods:

- 1) By email to [info@bmedi.org.uk](mailto:info@bmedi.org.uk)
- 2) Writing to our registered office address: 75 Harborne Road, Birmingham B15 3DH

Please note that the Birmingham Medical Institute will endeavor to make the updates as promptly as possible.

## **MARKETING USE**

From time to time, and where we have consent or can demonstrate legitimate purpose, we may wish to contact you with information relating to promotions, offers and other information about our services and upcoming training events. Please note that you have the right to opt out at any time.

## **YOUR RIGHTS**

In this Section, we have listed the rights that you have under data protection law. Some of the rights are complex and for a full explanation you should read the relevant laws and guidance from the regulatory authorities.

Your principal rights under data protection law are:

- (a) The right to access;
- (b) The right to rectification;
- (c) The right to erasure;
- (d) The right to restrict processing;
- (e) The right to object to processing;
- (f) The right to data portability;
- (g) The right to complain to a supervisory authority; and
- (h) The right to withdraw consent.

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data.

## **COOKIES**

Cookies are small encrypted text files that are stored on your device by a website. For further information visit <http://aboutcookies.org.uk/>

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser.

## **HOW TO CONTACT US**

We are registered in England and Wales and our registered office is at 75 Harborne Road, Birmingham, B15 3DH. Company number 8756. Charity number 218651

Our principal place of business is at 75 Harborne Road, Birmingham, B15 3DH.

You can contact us:

- (a) By post, to the address given above;
- (b) Using our website contact form:-  
<http://www.bmedi.org.uk/index.php?page=contact> ;
- (c) By telephone, on 0121 454 5007; or
- (d) By email, using [info@bmedi.org.uk](mailto:info@bmedi.org.uk)

## **DATA PROTECTION OFFICER**

Our data protection officer's contact details are: Mrs. Elaine Simpson, Birmingham Medical Institute, 75 Harborne Road, Birmingham, B15 3DH.

## **CREDIT**

This document was created using a template from SEQ Legal

This Privacy Policy was last updated on 22 May 2018.

