

Scottish Allergy and Respiratory Academy PRIVACY STATEMENT

The Scottish Allergy and Respiratory Academy (SARA), at The University of Edinburgh, recognises the importance of protecting the privacy of anyone who visits our website or attends our training events. This statement sets out how SARA collects and uses this information.

What information is collected

- Personal details (including: name, email address, place of work/health board, dietary requirements, professional role) for those who have registered to attend an event. By supplying this information, you are consenting to SARA keeping it for a reasonable period of time and using it for the purposes set out below.
- Personal details (including: name, email address, professional role) for those who have requested to be added to our mailing list. By supplying this information, you are consenting to SARA keeping it for a reasonable period of time and using it for the purposes set out below.
- Video recordings and photography from events.
- Responses on evaluation forms which we ask you to complete to evaluate our events (responses are provided anonymously).
- How you use the website (although users are not asked to register or provide any personal information).
- Any other information you post, email or otherwise send to us.

How we use your information

We use your information to:

- Provide information and supply documentation for attendance at SARA events.
- Notify you of future SARA events or other relevant SARA news, opportunities and our networks (e.g. publication of videos, information on research projects in the respiratory/allergy field).
- Allow strategic planning of future events.
- Video recordings of presentations at events are published on YouTube to allow others to access the training online. The recording focuses on the speaker but audience members might be seen in these videos. We have notices at our events to warn people we will be recording presentations and ask delegates to contact the organisers if they do not want to be in the videos.
- Photographs from events are used to promote SARA and future events. As above if people do not wish to be photographed we ask you to inform the organisers at the event.

Storage and sharing of this information

- Only University of Edinburgh staff working as part of SARA have access to this personal information, which is kept in password-protected files on a password-protected computer in a secure building.
- For each event we provide a delegate list (name of delegate and organisation (e.g. NHS Health Board, University)) to all delegates and to the industry sponsors at the event. SARA events are funded through industry sponsorship and we provide this list to sponsors to fulfil their reporting requirements. We do not provide email addresses or any other contact details.

- SARA/the University use an external company to record and edit videos and store the footage securely.
- Otherwise, unless required to do so by law, we will not share, sell or distribute any of the information you provide to us without your consent.

Online transactions:

All payment transactions will be encrypted. Areas of the website that process online transactions make use of - and transfer data to - third party software and service providers. All third-party software and service providers that we use are compliant with the relevant Payment Card Industry standards. <https://www.pcisecuritystandards.org/>

Retention of your information

We will hold the personal data you provide to us for as long as you want to keep being informed about SARA events and opportunities, but we will confirm every 3 years if you consent to us holding your data to inform you of future events and news linked to the SARA network.

Legal basis for using your information

Whenever we use personal data we must have a legal basis for doing so. We are using information about you for a legitimate interest. You have signed up to attend one of our training events and by supplying this information, you are consenting to SARA keeping it for a reasonable period of time and using it for the purposes set out above.

How to Access/Update/Unsubscribe Information about you

You have the right to request access to, copies of and rectification or (in some cases) erasure of personal data held by the University and can request that we restrict processing or object to processing as well as (in some cases) the right to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation). If you wish to make use of one of these rights, please email: SARA-Training@ed.ac.uk

You can unsubscribe to receiving further communications at any point by contacting us directly at SARA-Training@ed.ac.uk.

Complaints

If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner's Office at casework@ico.org.uk but we ask that you raise the issue with our Data Protection Officer first.

Data controller and contact details

For data collected under this privacy notice, the University of Edinburgh (the "University") is the Data Controller (as that term is defined in the EU General Data Protection Regulation (*Regulation (EU) 2016/679*), registered with the Information Commissioner's Office, Registration Number Z6426984.

You can contact our Data Protection Officer at dpo@ed.ac.uk.

Our data protection policy is on our website at: <http://www.ed.ac.uk/records-management/data-protection/data-protection-policy>

The University data privacy policy is located at:

<https://www.ed.ac.uk/about/website/privacy/policy>