

## ACBI Privacy Policy

### In line with the General Data Protection Regulator (GDPR), the ACBI's privacy Policy is given as follows:

#### Who we are

The Association of Clinical Biochemists in Ireland (ACBI) is a professional body dedicated to the practice and promotion of clinical science. The ACBI is a Registered Company in Ireland (no. 616576) limited by guarantee.

#### What we collect

The types of personal information we collect may include your title, first name, surname, your qualifications, home and work contact details (telephone, street address, email address), demographic data and your mailing address. We may also collect information relating to your employment, including where you are currently employed, your job title, areas of interest/expertise and your job function if this is relevant to your membership. In applications for some categories of membership we ask you to identify a referee and to provide contact information for them.

#### How we handle your personal information

The ACBI respects the privacy of its members, customers and website users, and aims to act consistently within applicable legislation.

Generally, the ACBI collects personal information directly from you or via our website forms or when you interact directly with us in other ways. For example, we collect personal information when you:

- Deal with us in person, by telephone, letter, email
- Fill out and submit a Membership Application form
- Submit any other information in connection with your application for membership or services
- Make an enquiry via a web form
- Apply for a bursary or grant
- Register to attend an event
- Respond to a membership survey

#### Who controls or processes your personal information

- The data controller is the individual or the legal person who controls and is responsible for the keeping and use of personal information on computer or in structured manual files. The data controllers are the ACBI directors.
- The data processor is the individual who holds or processes personal data, but does not exercise responsibility for or control over the personal data. The data processor processes personal data on behalf of the controller. Data is processed using the website by the ACBI's Webmaster who can be contacted by email [ACBI-Webmail@acbi.ie](mailto:ACBI-Webmail@acbi.ie). From time to time, the ACBI's directors may be data processors.

#### Why we collect information

We collect personal data to administer our activities, services or grants and bursaries.

#### Maintaining the accuracy of data

Personal data can be corrected or updated by contacting the ACBI by email at [secretary@acbi.ie](mailto:secretary@acbi.ie)

#### Payment and bank details

Credit card details are not stored on our servers, but are securely stored on the payment gateways- Global Payments (formally known as Realex) employed by ACBI.

### **Use and disclosure**

The ACBI's policy is not to disclose any personal information that we hold on you to any unrelated third party, except where you have given your express consent for us to do so or where required by law. The ACBI may use your email address for the purpose of notifying you about products, services, events or activities of relevance to you.

If you tell us that you do not wish us to use your personal information for a particular purpose, we will not do so.

Personal information will be used only for the purpose stated at the point of collection (such as the processing of grant applications) and such information will be held for as long as necessary to fulfil the stated purpose.

The ACBI (or its council members or other representatives) may, from time to time, email you with additional information considered to be relevant to your professional/scientific interests, but only to those who have given their agreement to receiving such communications.

### **Security**

Information that you supply to the ACBI is held securely and strict security procedures are followed to prevent unauthorized access or use.

### **Information to improve our site**

We also collect information automatically about your visit to our site, including IP address, duration of visit, language, country and device settings. This information is used to help us follow browsing preferences on our site so that we can regularly improve our website and enable more advanced features of our website.

### **Access to personal information and correction of information**

If the information we hold about you is inaccurate, incomplete or outdated, please inform us so that we can correct it.

If you no longer wish to receive information from us, then please let us know using the contact details below.

You can seek access to the personal information we hold about you, by contacting us. You should include your name, address and telephone number. In general there will be no charge for this information, but The ACBI reserves the right to charge a reasonable fee in response to an access request.

### **How to contact us:**

[secretary@acbi.ie](mailto:secretary@acbi.ie)