



Privacy Statement

The British Society of Medical Secretaries & Administrators (BSMSA) is aware that the security of your private information from the use of our website is an important concern. Therefore we would like you to know what data we maintain and inform you about our security measures.

By using this website you accept the terms of this privacy statement.

Collection and processing of Data

You can use our website without disclosing your personal data. You are not required to provide personal information as a condition of using our site, except as may be necessary to provide you with a product or service at your request. We use your personal information only when you provide it to us, through registration as a student or member, completion of forms or e-mails, inquiries or requests and similar situations, and use it to deal with your queries and to provide you with the services you enquire about.

In cases when personal data is stored to provide you with services you have requested, or for other purposes you have authorised, we rely on technical and organisational means to ensure that applicable data security regulations are followed.

Requests for information

If you have not registered as a member or student but are simply making an enquiry or request for information, we will use your personal information to reply to your enquiry or request. We will not use this information for marketing purposes without your permission or unless you invite us to do so.

Purposes of Use

We use your personal information and your student records:

- to answer your queries or complaints;
- to deliver our services, for example those relating to membership and courses
- to support your learning;
- to provide course materials;
- to carry out administration;
- to improve the quality of services;
- for general statistics and research;
- for obtaining any relevant professional advice;
- as may be required by law or in connection with legal proceedings (including where we intend to take legal proceedings), or as may be necessary to establish, exercise or defend our legal rights.

Communications between you and your mentor using any of the tools or functions we make available to you may be accessed by other staff.

Please note that when you enrol on a course that leads to qualification such as City & Guilds, we send non-sensitive personal information to the relevant awarding bodies so that they can undertake the administration associated with your qualification.

We do use the data from time to time for statistical purposes, but maintain the anonymity of each individual user so that the person cannot be identified.

Keeping you informed

We will use your information to send you regular updates about:

- our services and materials;
- additions to the website; and
- specific activities such as customer feedback surveys and competitions.

From time to time the society may choose to include information from a third party with a mailing etc, but the content of the mailing will always be primarily from the society, with any inclusions being secondary information. We will never sell or give out member or student details as part of any marketing deals or partnerships.

Right of Access and Correction

You have the right to review and amend any personal data stored in our system if you believe it may be out of date or incorrect.

Right of Cancellation

You have the right at any time to withdraw your consent to the use of your personal data in the future.

Use of Cookies

Cookies are small text files which are sent to your browser by a web server and stored on your personal computer's hard disk. We use cookies on our site to cut down the number of times you have to type in data.

You can disable cookies but if you do, you may need to enter your passwords more frequently.

The cookies used on the website do not collect your personal information.

Links

Our website contains links to other websites. These are not under the control of the BSMSA and the BSMSA is not responsible for the contents thereof. These links are provided to you as a convenience and inclusion of a link does not imply endorsement of the linked site by the BSMSA or any association with its operators.

Protecting your personal information

We are registered with the Information Commissioner's Office in line with the UK Data Protection Act, 1998 under registration no. Z1615375. Details for the UK Information Commissioner are available at www.ico.gov.uk.

Contacts

If you have any queries, please send an e-mail to anna.paton@bsmsa.org.uk