

Early Career Anatomists Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details

Email

team@ecanatomists.org

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery:**

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Health information (including dietary requirements, allergies and health conditions)
- Website user information (including user journeys and cookie tracking)
- Information relating to compliments or complaints
- Information relating to sponsorship

We collect or use the following information for **the operation of customer accounts and guarantees:**

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Purchase history
- Account information, including registration details
- Marketing preferences

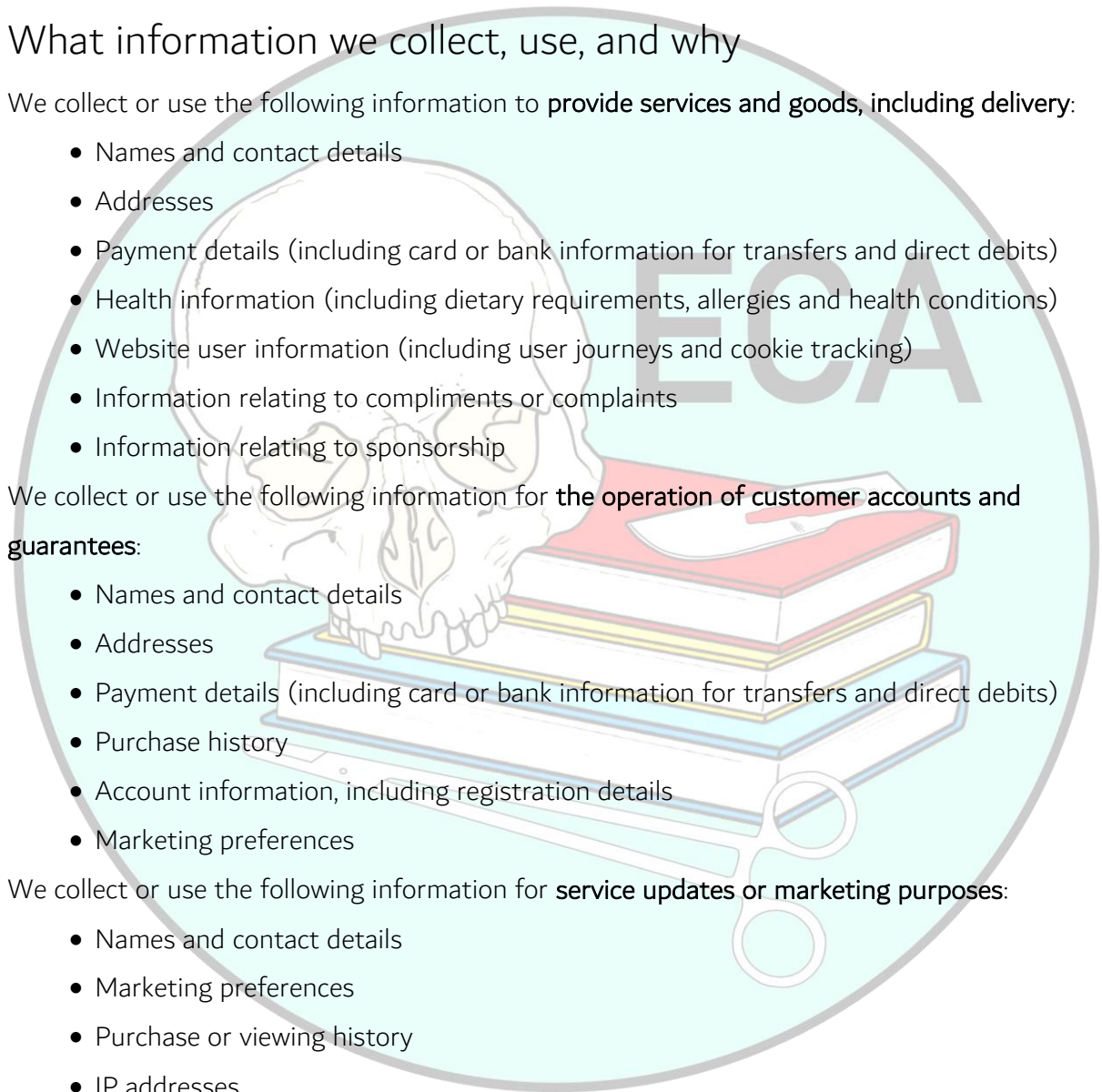
We collect or use the following information for **service updates or marketing purposes:**

- Names and contact details
- Marketing preferences
- Purchase or viewing history
- IP addresses
- Website and app user journey information
- Records of consent, where appropriate

We collect or use the following information to **comply with legal requirements:**

- Financial transaction information

Lawful bases



Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Legal obligation

Our lawful bases for collecting or using personal information for **the operation of customer accounts and guarantees** are:

- Consent

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Consent
- Legal obligation

Where we get personal information from

- People directly

How long we keep information

We will hold your personal data for as long as necessary to provide our services. Our retention period for unused or historical purchase data is 3 years, meaning if it determined there has been 3 years of inactivity then all data records will be deleted from our website and payment systems.

Historical data gathered from conference or activity attendance, membership, or email enquires (e.g., name, email address, emails, job role/institution, dietary requirements) will be held indefinitely on the ground of legitimate interest unless a request is made for these to be erased.

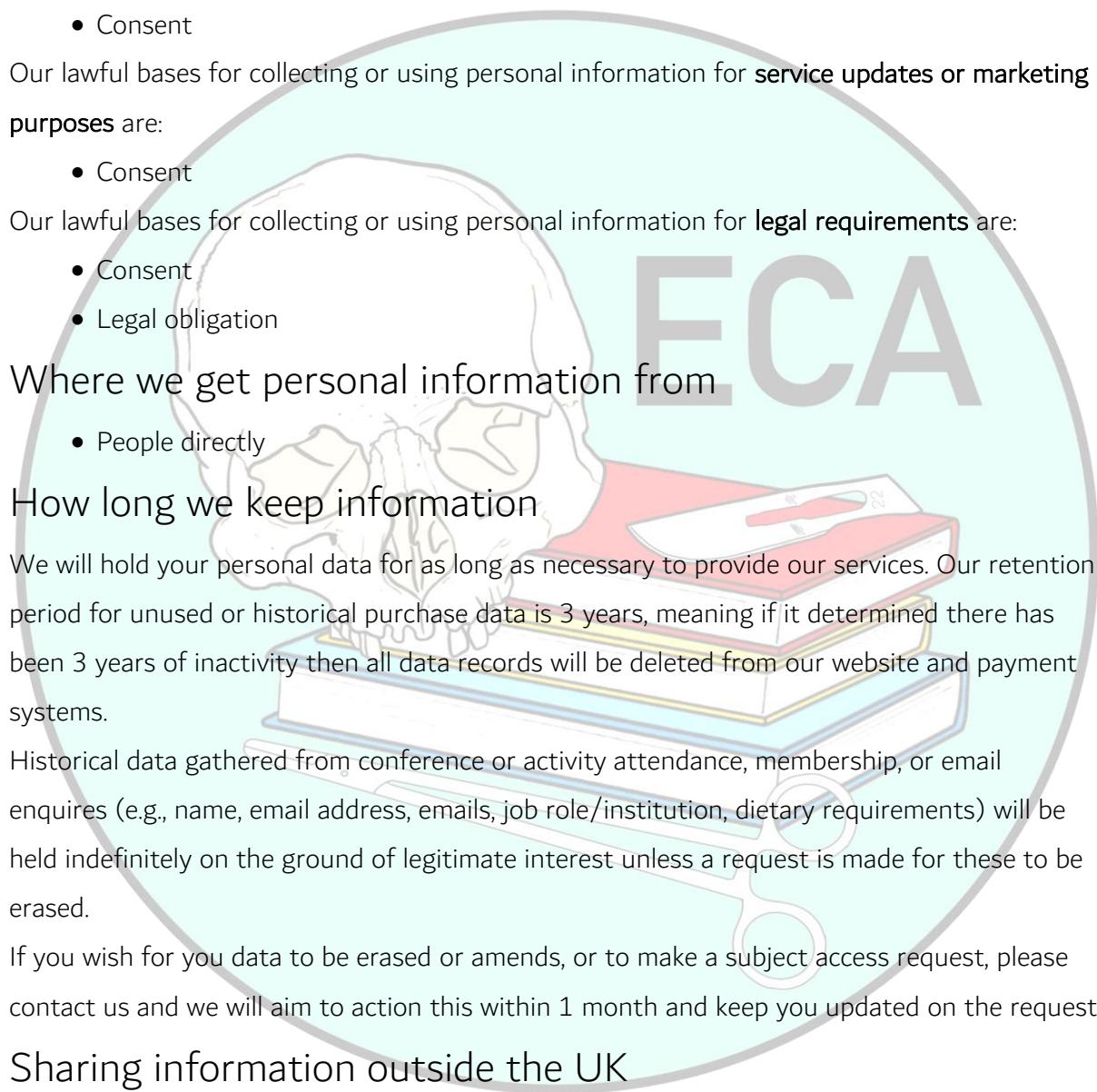
If you wish for you data to be erased or amends, or to make a subject access request, please contact us and we will aim to action this within 1 month and keep you updated on the request.

Sharing information outside the UK

Where necessary, we may transfer personal information outside of the UK (e.g. cloud storage, overseas members or customers). When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. Please contact us for more information.

Your data protection rights

Under data protection law, you have rights including:



Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

26 April 2024

