



UK Registered Charity No. 264970

Executive Office

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EUBS Privacy Statement

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EUBS (the **European Underwater and Baromedical Society**), with Executive Office address Chantrey, Hillside Rd, Stromness, Orkney KW16 3HR, United Kingdom, handles your personal data responsibly and in accordance with the GDPR* rules. In this Privacy Statement we detail and clarify the way we do this.

**GDPR = General Data Protection Regulation, European Directive (EU) 2016/679.*

EUBS collects and stores personal data of its members in order to

- Perform general membership-related tasks, such as keeping our membership database up to date, recording membership status and membership fee payments, providing information to members about their membership status, events and scientific information
- Journal-related tasks, such as mailing the paper journal to those members who subscribed to it, providing distribution lists to the DHM Editorial Office (currently residing in New Zealand) as part of their mandatory data collection
- Archiving of EUBS historical data

What are the data we collect and store ?

EUBS only stores data that you personally communicate to us. These include:

- Personal identity data: name, first name, address, telephone number, e-mail address
- Professional data: professional address, summary information about your academic education and title
- Names of two EUBS members that have supported your membership application
- Financial data: date and modality of your membership fee payments

How are these data collected ?

EUBS only stores data that you personally communicate to us through the web-forms on the EUBS website, or communicated to the Secretarial or Executive Office by other means and is relevant to completing or correcting the dataset of an EUBS member. In the last case, the data are entered directly into the database by the Membership Secretary or the Honorary Secretary.

When and why are your personal data used ?

- When the use of your data is necessary to provide you with a EUBS related service, such as sending you a copy of the DHM journal, sending you an invoice for membership fee or another service rendered to you
- When the use of your data is necessary to provide a service to other EUBS members. As part of the objectives of a scientific society, we facilitate contacts and communication between members; therefore, members can perform a limited search in the Membership Database to retrieve contact information of other members.
- When the use of your data is necessary to maintain the administrative status of our quarterly journal (providing a distribution list of the Journal to the DHM Editorial Office is necessary to maintain status as a scientific journal)
- When you give us permission to do so. Any cases where we would wish to transmit your data to other parties, will be subject to your explicit prior consent.

How are your personal data handled and protected ?

- Your data will never be transferred to other societies or companies for commercial purposes.
- Our database is protected against unauthorized access, use, loss or publication by technical and organizational measures that are reviewed and updated regularly.
- Access to the database is restricted to those persons only that have a need to do so (the Membership Secretary and the Honorary Secretary) and their access is password protected. In case technical (website-related) personnel will need to access the database, for maintenance or repair procedures, they will be asked to sign a confidentiality agreement.
- The membership database is hosted on a protected server (data center) and regular backups are made.

How long are your personal data kept ?

We keep your personal data for as long as you hold a EUBS membership. In case you do not renew your membership, your data are kept for at least one year, allowing you to easily renew your membership without having to apply for a new membership.

Should you want us to delete your membership account and personal data completely, please contact us at secretary@eubs.org and we will delete all personal data as well as your membership account. However, please be aware that in certain cases regulatory or legal obligations may prevent EUBS from completely deleting your personal data. For example, we are required to keep every invoice we issue for ten (10) years.

Your rights in relation to your personal data:

1. **Right of access:** you have the right to request a copy of the personal data that we hold about you. You may do so via your personal EUBS Membership Pages on the EUBS website or, alternatively, request it through secretary@eubs.org.

- 2. Right of rectification:** you have a right to correct data that we hold about you that is inaccurate or incomplete. You may do so yourself via your personal EUBS Membership Pages on the EUBS website or, alternatively, request it through secretary@eubs.org.
- 3. Right to be forgotten:** in certain circumstances, you can ask for the data we hold about you to be erased from our records. Please contact secretary@eubs.org and we will delete all personal data attached to your membership. However, please be aware that in certain cases regulatory or legal obligations may prevent EUBS from completely deleting your personal data.
- 4. Right of portability:** you have the right to have the data we hold about you transferred to another organization. You may request this through secretary@eubs.org.

Changes to this Privacy Policy:

We may change this privacy policy from time to time. We will post any modifications on this page and, if they are significant, we will provide a more prominent notice, sent to you via email in a EUBS Website News.

We will also keep prior versions of this privacy policy in an archive for your review. Please send us an e-mail if you wish to consult prior versions.

We encourage you to review our privacy policy regularly to stay informed about our information practices and what you can do to help protect your security. By continuing to be a EUBS member, you implicitly accept EUBS' privacy policy with regard to your personal data. If you disagree with any changes to this privacy policy, you will need to stop being a member of our Scientific Society and deactivate your EUBS membership, as outlined above.

Data Protection Officer Details

Please contact the EUBS Honorary Secretary for any questions or remarks at secretary@eubs.org.