

BASHH SAS Doctors' Group

Database Privacy Process (updated January 2022)

Background

The SAS group has maintained a database of individuals for a number of years. Over time this has grown to include over 250 doctors working in Sexual Health. Individuals have been added to the database through a number of routes, including:

- Attendance at the annual BASHH Conference for SAS Doctors working in Sexual Health
- Participation in a group event, such as a national audit
- Invitation to join by a regional representative
- Direct request to database holder

The content of the database is reviewed on a regular basis. Regional representatives on the BASHH SAS Doctors' Group provide updates from their respective areas. Personal details are removed either upon request (such as following retirement) or if an email address is no longer active.

In 2018, the General Data Protection Regulation (GDPR) prompted a review of current database management, in particular:

- The purpose of storing this data
- The type of the personal information collected
- How the information is maintained and secured
- Ensuring all details are obtained with explicit consent
- Formalisation of a due process with regard database privacy

Purpose

The database was established with the aim of enhancing communication with like-minded individuals with regard to educational activities and news relevant to professional issues. This remains the central function of the database.

Data provided will solely be used for the following:

- Cascade professional and educational news and information (relevance determined by the SAS group) by email

Personal information will not be used for any other purpose.

The type of the personal information collected

The database holds the following personal information:

- Name
- Job title
- Email address(es) as the sole form of contact
- Place / area of work

How the information is maintained and secured

Data is maintained on an Excel spreadsheet by the database holder (a nominated member of the BASHH SAS Doctors' group). Periodically, details of individuals included in the database are shared with the relevant regional representatives for the purposes of updating information and inviting new regional SAS doctors to join. Nobody else has access to any information stored on the database. The spreadsheet is saved onto an NHS server (local to the database holder).

The dataset will continue to be active and available until one of the following occurs:

- The individual withdraws consent; this must be in writing (email) to the current database holder
- Correspondence is not deliverable to a particular email address on at least two separate occasions (excluding current out of office replies).

Removed data will be permanently deleted.

All individuals who have personal information stored have the right to approach the database holder to:

- Find out what personal information is held
- Access a copy of the personal information held
- Rectify any inaccurate or incomplete personal data
- Object to processing of this personal information
- Have all personal information permanently deleted without providing any reason

The current database holder is:

- Dr Karl Hollows
- Karl.Hollows@mpft.nhs.uk

Ensuring all details are obtained with explicit consent

Since June 2018, all information kept on the database is maintained with explicit consent from each individual (i.e. all those included have 'opted in'). Any historical data relating to individuals who have not provided explicit consent by opting in has been permanently deleted.

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