

# MALTA ASSOCIATION OF MEDICAL PHYSICS

PRIVACY POLICY

April 11, 2020

# 1 Overview

The Malta Association of Medical Physics (MAMP) is committed to protecting your privacy. This privacy notice explains how MAMP will use any personal information we collect from you.

## 2 What information we collect about you

### 2.1 How we collect your data

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly via an application form and supporting documents. You have the opportunity to add to this base data by contacting the MAMP Secretary. We also update this data through your subsequent contact with us.

### 2.2 Purposes of the processing

Personal information which you supply to us may be used in a number of ways:

- To administer your membership
- To administer the annual renewal of the membership
- To send you any MAMP newsletters, protocols and policy statements
- To send you details of services that we think you may be interested in.
- To send you details of committees, working groups, special interest groups, networks that you may be interested in
- To contact you about and administer complaints
- To provide anonymised workforce data to government and other policy makers

### 2.3 Legal basis for processing

We process your personal data, with the exception of financial information under the legitimate interest basis for processing. Financial information is processed under the legal basis for processing.

### 2.4 Legitimate interest

Members expect this processing to take place so that they can receive the published membership benefits.

## **2.5 Data retention period**

We will keep electronic copies of your application form, while you remain a MAMP member plus 2 years. In addition we will keep a record of your personal details, membership and financial history on our database while you remain a MAMP member; until we have no longer a legal basis for processing this data.

We will keep financial information of our finance system for 6 years in accordance with our legal obligations.

## **2.6 Categories of personal data**

We will keep the following categories of personal data:

### **2.6.1 Personal details**

- Name of the president, vice president, secretary, treasurer and MAMP delegates
- Name of the Company responsible
- Name of the Individual Members
- Email Address
- Home/work/office Address
- Professional information including CPCM registration number, name, surname, ID card number and home address

### **2.6.2 Membership details**

- Membership History
- Membership Application Form and Supporting Documents
- Membership Invoices and Payment information

## **2.7 Who we share your data with**

We may share some of your data with other organisations and individuals who process data on MAMP's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

### **2.7.1 With MAMP emailing list**

We add your name and preferred email address to MAMP emailing list, so that we can send you the MAMP announcements; newsletters; updates; details of up-coming meetings, conferences, and events that you might be interested in; and details of services that we think you might be interested in.

### **2.7.2 With MAMP IT software and support service providers**

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

## **3 How we keep your data safe**

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

## **4 Updating this statement**

MAMP may update this privacy policy by posting a new version on this website. You should check this page occasionally to ensure you are familiar with any changes.

## **5 Other websites**

- MAMP's website might contain links to other websites.
- MAMP is not responsible for the privacy policies or practices of any third party.

## **6 About cookies**

MAMP's website might use cookies now or in the future. By using this website and agreeing to this policy, you consent to MAMP's use of cookies in accordance with the terms of this policy.

Cookies are files sent by web servers to web browsers, and stored by the web browsers.

The information is then sent back to the server each time the browser requests a page from the server. This enables a web server to identify and track web browsers.

There are two main kinds of cookies: session cookies and persistent cookies. Session cookies are deleted from your computer when you close your browser, whereas persistent cookies remain stored on your computer until deleted, or until they reach their expiry date.

## **7 Contact MAMP**

If you have any questions about this privacy policy or MAMP's handling of your personal information, please email MAMP's Secretary at [info@mamp.org.mt](mailto:info@mamp.org.mt)

## **8 Changes to this privacy notice**

This notice was last updated on the 1<sup>st</sup> of April, 2020. MAMP may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements without any prior notice to you.