

European Forum for Research in Rehabilitation (EFRR)

Data protection regulation policy for the EFRR membership registry 2019

Introduction

The European Forum for Research in Rehabilitation (EFRR) holds a membership registry to enable it to achieve its aims, which are summarised below:

- To foster an interdisciplinary approach to research based on a biopsychosocial model of health and disability
- To facilitate an exchange of information regarding research into these topics
- To encourage the exchange of ideas and the development of collaborative research projects in functioning, disabilities and health.
- To organise and conduct a two-yearly congress, as well as other activities such as workshops, courses on the above-mentioned topics as well the creation of networks of professionals working in different fields within the broad spectrum of rehabilitation

This document explains how the EFRR has interpreted the EU General Data Protection Regulation (GDPR) and the way it has applied this to its membership registry. As the GDPR evolves, so will this document and the EFRR Council, which is responsible for this policy, endeavours to stay up to date with any developments.

In line with the GDPR, the EFRR will handle the data in its membership registry responsibly, respecting the privacy of its members. The EFRR will act in accordance with the GDPR regulations and thereby follows good governance when handling and storing the data of its membership registry.

This document explains who is responsible for the membership registry, which data are collected, how and where they are stored, the rights of EFRR members with respect to their data on the EFRR membership database, and whom to contact about their data.

Name of the registry

The EFRR membership registry.

Owner of the registry

European Forum for Research in Rehabilitation (EFRR).

Website: www.efrr.org

Contact person for the registry and designated Data Controller

EFRR Secretary

Purpose of the EFRR membership registry

The EFRR will use the data of its members solely for:

- delivering information to the EFRR members concerning the EFRR activities, including information about educational courses and scientific congresses.
- delivering information to EFRR members concerning other opportunities, which it considers relevant for its members (e.g. courses, internships or job opportunities)
- seeking opinions from EFRR members on matters of importance to the EFRR (e.g. feedback on congresses, courses, research priorities)
- contacting members about any outstanding membership fees or payments related to EFRR Congresses or other EFRR activities

EFRR council members, and EFRR Council members only, have the right to utilise its membership registry - but only for the above purpose.

The content of the membership registry

The following information is collected for each member: their name, profession, e-mail address, postal address, place of work and telephone number, where provided by the member. The member's name and e-mail address are obligatory. The EFRR membership registry is stored on one PC following general rules for data security.

Data storage

The data from each member are stored as long as their membership remains valid. Information that is out of date and/ or unnecessary is deleted regularly.

Financial records

The EFRR is required to produce financial accounts every year, which must be audited. For this purpose, the EFRR Treasurer stores financial information relating to the running of the organisation. This includes normal bookkeeping information (i.e. invoices, financial and bank statements). This is securely stored on paper and a separate hard disk. Only the EFRR Treasurer and the Auditor have access to this information. The EFRR does not keep a register of membership payment; instead, the EFRR Treasurer only holds bookkeeping information about membership payment over the period between two EFRR Congresses. The

actual membership registry is kept by the EFRR Secretary. When a new member has been approved, the EFRR Secretary contacts the EFRR Treasurer, who then sends an email invoice to the new member.

Data source

The data in the EFRR membership registry are provided by the EFRR members themselves.

Data dissemination

The data in the EFRR membership registry are not disseminated to any third parties (i.e. people/ organisations outside of the EFRR Council).

Data transfer outside the EU and ETA

The data in the EFRR membership registry are not disseminated outside the EU or the ETA.

Data protection principles

GDPR guidance is observed at all times when storing and handling the membership data, which may come in two formats:.

a) Hard copy data

Manual data pertaining to EFRR member participants (e.g., attendance at educational courses) are stored in locked rooms and filing cabinets.

b) Digital data

Data in either format are stored and protected according to GDPR guidance. Only named persons, with permission from EFRR council members, are permitted to use these data - but only for the purpose listed above.

Rights of members included in the registry

1. Right to access

EFRR members have the right to obtain confirmation from the EFRR Secretary as to whether or not personal data concerning them is being stored and/ or processed, where and for what purpose. Further, the EFRR Secretary shall provide a copy of the personal data, free of charge, in an electronic format, to EFRR members upon request.

2. Right to check the data

Each member on the EFRR membership registry has the right to check their own personal data in the EFRR registry. To check their data, a member needs to send a request to this effect by e-mailing or posting it to the EFRR Secretary.

3. Right to have the data corrected

If a member on the EFRR membership registry finds an error in their personal data, they may request a correction by e-mailing or posting the correct information to the EFRR Secretary.

4. Right to have data deleted

Each member on the EFRR membership registry has the right to demand their personal data to be deleted. A request to have their data deleted can be undertaken by e-mailing or posting this request to the EFRR Secretary.

5. Right to transmit

Each member on the EFRR membership registry has the right to receive their personal information on the EFRR membership registry (which they have previously provided in a commonly used and machine-readable format), and transmit this to another data controller.

Note about links to other websites

The EFRR website may contain links to other websites, e.g. related organisations or meetings. This Data protection regulation policy applies to the EFRR website only. The EFRR cannot be held responsible for the privacy policies of other sites or their operators. Similarly, when linking to the EFRR website through another website, the EFRR cannot be held responsible for the privacy policies of other websites or their operators.

Please check the data protection policies of any other organisation or site linked to the EFRR website for relevant information.

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