1. **Our privacy policy**

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

1. Collection of Personal Data

We may collect, store and use the following kinds of personal data:

(a) information about your computer and about your visits to and use of this website, such as your IP address, geographical location, browser type, referral source, length of visit and number of page views;

(b) information that you provide to us for the purpose of registering with us (including your name, email address, telephone number, postal address, and company details);

(c) information relating to any transactions carried out between you and us on or in relation to this website including information relating to any purchases you make of our templates;

(d) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters; and

(e) any other information that you choose to send to us.

1. Cookies

We use cookies on this website.

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

Our ecommerce system uses two cookies, "PHPSESSID" and "session", for the purposes set out below.

The "PHPSESSID" cookie is required so that the website can recognise the same user clicking from page to page. Without it, every page would be treated as the first visit to the site, and anything added to the shopping basket would be instantly forgotten. Online shopping would, therefore, be impossible. This cookies expires at the end of your browsing session.  
  
The "session" cookie is intended for the user's convenience. Our website creates this cookies with a copy of the initial session ID so that the user can be classed as "returning" and the contents of their shopping basket will still be available when the user returns to the website. If the user signs in with an email address and password, these login details are are also saved so that the user can remain logged in when returning (the password is encrypted). If the user signs out, the login details are removed from the cookie. This cookie expires after 1 year.

In addition, we use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at www.google.com/privacypolicy.html.

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector.) This will, however, have a negative impact upon the usability of many websites, including this one.

1. Using Personal Data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

(a) administer the website;

(b) improve your browsing experience by personalising the website;

(c) enable your use of the services available on the website;

(d) send to you downloads purchased via the website;

(e) send statements and invoices to you, and collect payments from you;

(f) send you general (non-marketing) commercial communications;

(g) send you email notifications which you have specifically requested;

(h) send to you our newsletter and other marketing communications (relating to our business which we think may be of interest to you) by post or, where you have specifically agreed to this, by email or similar technology;

(i) provide third parties with statistical information about our users - but this information will not be used to identify any individual user; and

(j) deal with enquiries and complaints made by or about you relating to the website.

1. Other Disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

(a) to the extent that we are required to do so by law;

(b) in connection with any legal proceedings or prospective legal proceedings;

(c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and

(d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

1. International Data Transfers

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

If you are in the European Union, information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the European Union. You expressly agree to such transfers.

1. Data Security

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure servers.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential. We will not ask you for your password.  
Policy Amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

1. Your Rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee (currently fixed at £10.00).

You may instruct us not to process your personal data for marketing purposes by email at any time.

1. Updating Your Information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

1. **COOKIE AND PRIVACY STATEMENT**
2. **1. Introduction**

At the Royal Pharmaceutical Society ('the Society') we are committed to respecting your privacy and to complying with current applicable data protection and privacy laws. Information you provide to the service will be treated in accordance with the terms laid out in this statement.

This statement will help you understand how we collect, use and protect the personal information you provide to the service. Please take a few moments to read the statement.

1. **2. Gathering and using information (data)**

**(i) Personal Data**  
The Royal Pharmaceutical Society owns the database right in the information we collect about our members. We do not sell, share or transfer this information except as set out in this privacy statement. We use the information to improve our services. As a Society with regional and overseas members, it will from time to time be necessary to pass your information between our UK office to our employees in the US.

If during your membership application and registration process, or your registration for non-member access, you have chosen to provide us with personal details, that data will only be used by us in accordance with this privacy policy, for the purpose of the legitimate aims and objectives of the Society.

Any information you provide to us (“data”) will be put onto our databases and processed by us for marketing purposes across various channels including social media platforms, market research, tracking of sales data, and in order to provide you with the service and contact you or send you publications.

We may also disclose the data to specially selected third parties and to our professional advisers and agents for the purposes contained in this privacy statement. Disclosure of data to third parties will only occur for the purposes of contracting with Data Processors pursuant to a strict Data Processing Agreement, to enable marketing campaigns for the purpose of only notifying members regarding expired or pending expiration memberships, for new membership opportunities or for membership renewal purposes. Should you wish for your data not to be provided to the above mentioned third parties, please notify us immediately and we will ensure that your wishes are adhered to. By submitting your data to us you agree to our storage and use of the data.

The internet and best data privacy practice are both developing. We therefore reserve the right to revise this policy at any time. Your use of our website and services constitutes your acceptance of the terms of this privacy statement, as revised by us from time to time. You should therefore review this page regularly to ensure that you are aware of any change to its terms.

1. **(ii) Use of Cookies**

This website uses cookies to collect information about: (a) visitors to the website; and (b) members who use the website’s services. A cookie is a piece of information saved in a text file that is placed on your computer’s hard drive.

We collect standard information from visitors to the website, such as how many visitors each page has and how many times embedded videos are viewed. This information is anonymous.

The following cookies are applicable to all visitors on our website:

|  |  |
| --- | --- |
| **Cookie set by** | **Reason for use** |
| Google Analytics and Google Tag Manager | We collect anonymous information about all website visitors in order to understand how the website is being used and this helps us improve your user experience. For more information please visit <http://www.google.com/analytics/learn/privacy.html> |
| Vimeo | We embed videos on our website using an external website called Vimeo. In order to understand how many times videos have been watched we collect some anonymous information. |
| Pingdom | We use a website performance tool by Pingdom to understand how the website is performing. This service collects anonymous information about how users interact with the website. |
| Facebook | We collect information about the behaviour of visitors who visit our website from some of our Facebook posts and adverts. This information maybe used for measurement services and to target advertising. |
| AddThis | We use sharing buttons to allow you to share some of our content on your social networks. If you choose to share a piece of content then we will have access to non-personal information on the number of times the content has been shared allowing us to understand what our most popular content is. You will need to log into a social network via the buttons on our website before we would receive the information. For more information please visit <http://www.addthis.com/privacy#.T6qJbehYvFk> |
| Soundcloud | We embed audio content on our website using an external website called Soundcloud. In order to understand how many times videos have been watched we collect some anonymous information. |

If you are a member who has logged in to the website, we use some session cookies to remember who you are and to allow you to access secure areas of the site:

|  |  |
| --- | --- |
| **Type of cookie** | **Reason for use** |
| Session cookies | These cookies are used for the login process to keep you logged in to the website. Without these cookies the website will not function correctly and you will not be able to login to the secure areas of the website or visit our virtual networks. |

You may decline or disable cookies when using the website. However if you are a member of the site and you do so you will not be to login to the secure areas of the site. You will also not be recognised when you revisit the site.

As the means by which you can refuse cookies varies from browser to browser, please consult your web browser's help menu for further information on how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. Further information on deleting or controlling cookies is available at  [www.AboutCookies.org](http://www.aboutcookies.org/" \o "All about cookies" \t "_blank).

1. **3. Privacy**

We treat all personal information as private and confidential. Other than under the terms of this Privacy statement, the service and its moderators will not disclose any of your information, unless:

·                      we are legally compelled to do so;

·                      there is a duty to the public to disclose;

·                      disclosure is required to protect our commercial interest; or

·                      disclosure is made at your request or with your consent.

Should you take the decision to make a complaint about the service we have provided, we may be obliged to forward details about your complaint, including your personal information, to the relevant party at the time. You can be assured that they are similarly obliged to adhere to the Data Protection Act 1998 and keep your information strictly confidential.

·                       **Access to service** The service is available only to Society members and registered users.  All users are required to go through a registration process. When registering we collect personal information. This information is used to deliver the interactive aspects of the service. It will be used to monitor and evaluate how the system is used and to update the Society's membership database.

·                      **Private email addresses** These will be used to provide the interactive features of the service and by moderators of the system for the purpose of fulfilling their role as a moderator. Email addresses will be passed to the Society's membership database (see section 2 (i) of this statement). Email addresses will not be available to other users of the service nor will email addresses be passed to third parties.

·                      **Contributing content to the service**  
When you contribute content to the service you will be credited as the contributor using your username. This accreditation will appear on the service and will therefore be visible to other users. The default setting for the user ID is your first name and surname. **Mailing lists**  
The service uses email lists. The lists are not available for sale or rent to anyone. The lists will be used by registered users of the service to link with their professional peers to share information, experience etc. and by moderators to fulfil their role in delivering and managing the service.

Regular email bulletins summarising new content added to this service are sent using the mailing list.

Only registered users will be able to post content to the service.

Neither the Society nor moderators have control over the content of discussion emails distributed by other registered users and do not see emails before they are distributed and cannot edit them prior to or after distribution. The user whose name and email is distributed under is responsible and accountable for the content of that email. All users, including those using a pseudonym are fully traceable on the service and appropriate action will be taken against users who act outside of the terms of service.

1. **4. Information security**

We review regularly and enhance our technical, physical and managerial procedures and rules to protect your personal data from unauthorised access, accidental loss and/or destruction.

The service aims to strike a balance between protecting the information that you have given us and giving you access to that information including the ability to change and update it. This is achieved by enabling you to create a unique username and password for your account. We also use industry standard secure sockets layer (SSL) with a minimum of 128 bit encryption technology, for example, to encrypt sensitive data.

You must keep this password safe and must not disclose it to anyone as it enables you to access your personal information. The site enables you to change your password at any time. We will accept no responsibility or liability if a third party obtains and uses your user ID and password. You must tell us immediately if you believe a third party may have obtained this information.

Please be aware that communications over the internet, such as emails, are not secure unless they have been encrypted. Your communications may route through a number of countries before being delivered - this is the nature of the world wide web/ internet. We cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

1. **5. Access to your information**

*You can write to us at any time to obtain details of the personal information we may hold about you.*  
*Please write to the Data Protection Controller, Royal Pharmaceutical Society, 66/68 East Smithfield, London E1W 1AW.*

Please quote your name and address together with your membership number. We would be grateful if could also provide brief details of what information you want a copy of (this helps us to more readily locate your data).

We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you. To this extent therefore, we would be grateful if you could provide two forms of identification such as a copy of a driving licence, passport or document containing your signature and a copy of a recent utility bill that confirms your address.

In accordance with the Data Protection Act 1998 we are entitled to charge £10 to cover the administration costs involved with this process. Please make accompanying cheques payable to the Royal Pharmaceutical Society.

1. **6. Opt-Out**

You may opt out of having your personal information used by us for marketing, promotional or other purposes by updating your profile in the secure area of the website.

1. **7. External Links**

This site may contain links to other sites. We are not responsible for the privacy practices or the content of such websites. You should be aware of when you leave this site and read the privacy policy of any website which may collect personally identifiable information.

1. **8. Privacy support**

We reserve the right to amend or modify this privacy statement at any time and in response to changes in applicable data protection and privacy legislation. Please check back regularly to keep informed of updates to this privacy statement. In some cases (for example, when we make a material change to this privacy policy), we may also tell you about such changes by placing a prominent notice on this website.

At all times the Royal Pharmaceutical Society will remain the ultimate data controller. In this privacy statement 'we', 'us', and 'our' means the Royal Pharmaceutical Society.