

Privacy Policy

Our Privacy Policy

This policy describes how and why the Association of Radiation Research (“ARR”) uses your personal information when you interact with ARR. We take your privacy seriously and we aim to be clear when we collect your information and what we will do with it. Please read this policy carefully in order to understand our views and practices regarding your personal information and how we will treat it. For the purposes of EU and UK data protection laws, ARR is the data controller of your personal information.

We may process your personal information in the following situations:

- If you join us as a member directly
- If you join our Executive Committee and/or are a trustee
- If you make a donation
- If you register to attend an ARR conference
- If you attend an ARR conference
- If you submit a travel award application to us
- If you contact us direct by email
- If you use our website
- If you are a business contact, sponsor or if you advertise with us
- If you are a supplier

What data does the ARR process and why?

Please refer to the sections below that are relevant to you.

If you join us as a member directly

How we obtain your data

We collect personal information from you when you join the ARR as a member. Your information is stored in a secure database. You can see the details we hold about you by logging in to your member account.

What we will do with your data

We may process your personal information to communicate with you, contact you and respond to your requests and enquiries, for membership administration and to provide you with the benefits set out below.

By paying a membership fee, you enter into a contract with the ARR to be provided with the benefits of membership as set out on our website and marketing materials. These benefits include:

- Opportunities to apply (subject to eligibility) for a variety of travel, meeting and career bursaries (see web page: Fellowships & Bursaries);
- Reduced fees for ARR Special Conferences and Workshops;
- Opportunities for networking and establishing collaborations with leaders in cancer research from both academia and industry;
- A platform to present original clinical and experimental data;
- Dedicated website for up-to-date information on activities;
- Opportunities to advertise jobs/meetings (f.o.c. for academic members) via an email alert to the membership;
- Receiving email alerts to notify you of upcoming events and awards deadlines;

You should check any privacy policy provided to you where you provide any personal information to a third party.

It is your responsibility to provide ARR with up-to-date information and to inform ARR of any changes (e.g., new academic institution, new email address or contact details).

How long we will retain your data

Member data is stored while you are a member and for one year after your membership lapses. After one year as a lapsed (suspended) member, your records will be deleted.

Lawful basis for processing this data

We have a basis to use your personal information where we are entering into a contract with you or performing our obligations under that contract.

We also have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interest” including the use of your personal information to administer, review and keep a record of our members.

We have a basis to use your personal information where we are entering into a contract with you or performing our obligations under that contract.

We also have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interest” including the use of your personal information to administer, review and keep a record of our volunteers.

If you are a member of the Executive Committee and/or a trustee

How we obtain your data

We collect information from you when you join ARR as a member of the Executive Committee and/or as a trustee, including your name, address, telephone number, email address, work history and experience, date of birth and documentation such as

passport and drivers licence details for anti-money laundering (AML) compliance purposes.

What we will do with your data

We may process your personal information to communicate with you, contact you and respond to requests and enquiries, to keep a record of your relationship with us, arrange Executive Committee meetings and to comply with our legal and regulatory obligations.

How long we will retain your data

Your personal information is processed for the period you are a trustee and/or a member of the Executive Committee and for 5 years after you cease to be a trustee and/or a member of the Executive Committee. Where we are required by law to keep identification documentation and supporting evidential documents for compliance with AML regulations we will retain this information for a period of 5 years from the end of our relationship with you.

Lawful basis for processing this data

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interest” including the use of your personal information to administer, review and keep a record of our volunteers.

In certain instances, we may also have a legal obligation to process your personal information, for example, to comply with our obligations relating to AML.

If you register for an ARR conference

How we obtain your data

We collect your personal details from you when you register for a meeting and we store them in a secure database.

What we will do with your data

By registering to attend an ARR conference, a contract is created. We use your contact details to send you information about the conferences you register for.

If you attend, we will include your name and country in the programme book unless you request to be removed.

You will be given the option to opt in to having your email address published in the printed programme book which is handed out to participants and sponsors. If you do not opt in, we will not include your email address.

We may also use your personal information to communicate with you ahead of the conference to provide relevant information about the conference. We may also

contact you about future conferences. All communications will contain the option to opt out. Please see the “Marketing” section below for further details.

We may also take photographs at our conferences and will ask for your consent when you attend our conference. If you do not want to have your photograph taken, please let the registration desk at the conference know.

How long we will retain your data

Member data is stored while you are a member and for one year after your membership lapses. After one year as a lapsed (suspended) member, your records will be deleted.

If you are not a member, but you register to attend a conference, we will retain your details for a period of 5 years in a database of participants of that conference, unless you request to be removed sooner.

Lawful basis for us processing this data

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our legitimate interest to administer, review and keep an internal record of your attendance at or interest in our conferences.

If you are a Travel Award Applicant

How we obtain your data

We receive your personal information when you submit your application for travel awards and exchanges via email, including your name, department, institutional affiliation, contact e-mail and qualification dates.

The ARR asks applicants to consider what personal data are required for an award application to be assessed. ARR does not require information relating to your home address, age, nationality, racial or ethnic origin, political opinions, disabilities, health, gender and marital status or any other information not specifically requested in the form. Applicants should not share this information with ARR.

What we will do with your data

We will use this information to assess your eligibility for a travel award or exchange funding and to communicate with you in respect of your application. Where you are successful in your application, we will process your personal information as part of ongoing administration of the relationship and provision of funding.

How long will we retain your data

We will retain your personal information for as long as necessary to review your application and for no longer than 1 year after the application deadline. If you are successful in your application, we may retain your application for a longer period of

time where necessary to track funding and confirm the eligibility of applicants for future award applications.

Lawful basis for us processing this data

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our legitimate interest to administer, review and keep an internal record of your application together with any approved applications.

When you make a donation

How we obtain your data

When you make a donation to ARR (via a legacy contribution, the Charities Commission or otherwise), we may process your personal information including your name, address, telephone number and bank details. We may also collect a Message in Memory in connection with the donation which may include personal information.

What we do with your data

We use your personal information to process your donation to keep a record of your relationship with us, further our charitable objectives and to respond to or fulfil any requests, complaints or queries you make to us.

How long will we retain your data

We will hold your personal information for 6 years from the end of the fiscal year in accordance with our legal obligations.

Lawful basis for us processing this data

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our legitimate interest to process donations and correspond with you in relation to your donation.

If you contact us by email

How we obtain your data

When you contact us by email, your email address, as well as the contents of your email which you decide to provide, will be stored on our server which is hosted in the UK.

What we will do with your data

We keep emails we receive so that we can provide a well-functioning service to our members and other interested parties. We will use your details to follow up on your enquiry and any future enquiries.

How long we will retain your data

Your email address and email will be retained for as long as necessary for us to respond to your request and for a period of 1 years thereafter. Where you enter into a relationship with ARR as a result of this communication, we will retain your personal data in accordance with the relevant retention periods set out in this policy.

Lawful basis for us processing this data

We have a legitimate interest to respond to your requests and enquiries for ongoing business administration.

If you are a representative of a company or other organisation with whom we conduct business: Business contacts, conference sponsors or if you advertise with us

How we obtain your data

ARR may arrange conferences with its business contacts and sponsors. You may also advertise. If we have an existing business relationship with you, and you are not already a ARR member, we may collect your personal information through communications with you including your name, email address, company and a history of our correspondence.

What we will do with your data

ARR may process your personal information in order to arrange the conference, arrange advertising and to administer our partnership. The ARR also use your personal information to contact you about similar future opportunities such as advertising, sponsorship and exhibition at our meetings.

You can ask us to stop sending you communications about future opportunities at any time by contacting us at any time.

How long we will retain your data

Your details will be retained during our business relationship and for a period of 6 years thereafter, if you do not opt out of future contact. If you opt out, your personal information will be retained so that we have a record that you opted out, but we will

not contact you.
Lawful basis for us processing this data.

We have a legal basis to use your personal information where in our legitimate interests to properly manage and administer our relationship with you.

Prospective business contacts and conference sponsors

How we obtain your data

If you indicate an interest in working with the ARR (for example by giving us your business card after talking at a conference, or by emailing us to enquire about opportunities) or we consider your company may be interested in working with ARR, we may process your personal information such as your name, email address and company details.

What we will do with your data

When we meet representatives of a company at conferences, we know that they have an interest in cancer research or closely related fields. We inform them of the ARR and they express an interest in hearing from us by providing business cards/contact details. The ARR may then contact you about future opportunities such as advertising, sponsorship and exhibition at our meetings. You can ask us to stop sending you communications about future opportunities at any time by contacting us at any time.

How long we will retain your data

If we do not hear from you following our first communication, we will retain your personal information for a period of 1 year (in accordance with our email retention policy set out above). If you become a business contact or sponsor of ARR, your personal information will be retained during our business relationship and for a period of 6 years thereafter, if you do not opt out of future contact. If you opt out, your personal information be retained so that we have a record that you opted out, but we will not contact you.

Lawful basis for us processing this data

We have a basis to use your information where in our legitimate interests to contact you and develop prospective business relationships.

Suppliers

How we obtain your data

If you are a supplier or a representative of a supplier to the ARR, for example of goods or services, we will process your contact details, bank account details and invoices.

What we will do with your data

A contract exists between the ARR and its suppliers, and this data (including your personal information) is needed to fulfil the contract.

How long we will retain your data

We will retain supplier contact details for a period of 6 years following termination of our relationship with you. We will retain supplier invoices for 7 years.

Lawful basis for us processing this data

We have a basis to use your personal information where we are entering into a contract with you or performing our obligations under that contract.

For invoices: We have a basis to use your personal information to comply with our legal obligations to fulfil payment of supplier invoices.

Consequences of not providing personal information

If you do not provide your personal information as listed above to us when it is required, we may not be able to provide you with the requested services and in certain circumstances, we may have to terminate our relationship with you.

Sharing your personal information

We may disclose your personal information to third parties in connection with the purposes set out above. These third parties may include:

- our conference partners (including partners in the U.S.);
- academics and industry experts; and
- our legal advisors and accountants.

Where we are under a legal or regulatory duty to do so, we may disclose your details to law enforcement, regulatory bodies and legal advisors or where we consider it necessary to protect the rights, property or safety of ARR, its personnel, visitors, users, or others.

We may also share your personal information to any third party that acquires or is interested in acquiring, all or part of our assets, or that succeeds us in carrying on all or part of our business

International Transfers

Some third parties to whom we disclose personal information may be located outside the European Economic Area (“EEA”) and the UK and may include countries which do not have the same data protection laws as your home jurisdiction. ARR will take steps to make sure that they provide an adequate level of protection and appropriate safeguards are in place. When you provide your personal information to us, you hereby consent to the transfer of your personal information to the recipients described in this policy who may be located outside the EEA and the UK. You may withdraw your consent at any time. Withdrawal of consent will not affect the lawfulness of processing based on consent prior to its withdrawal.

Your rights

Under applicable data protection laws, you have the following rights, which may be subject to limitations and exceptions in certain circumstances:

- Right to be informed: the right to know what is happening with your personal information. You can find this information on this page.
- The right to access your personal information: you can request a copy of the data we hold about you.
- The right to rectification: you have the right to have inaccurate or incomplete personal information that we hold about you corrected. If you consider the personal information we either by contacting us or by logging in to your member profile on our website.
- The right to erasure: you have the right to request that we delete the personal information we hold about you.
- The right to the restriction of processing: this right entitles you to request we stop processing your personal information while we resolve a query relating to one of your other rights.
- The right to data portability: this right grants you the ability to request a portable version of your personal information, i.e. data in an electronic format that you can then use with other service providers.

Please note that you have the right to object to our processing of your personal information where the processing is based on our legitimate interests or for direct marketing.

In addition, where we rely on consent as our legal basis for processing your personal information, you have the right to unconditionally withdraw consent. At this point we will stop processing your data. Withdrawal of consent shall not affect the lawfulness of processing based on consent prior to its withdrawal.

You also have the right to lodge a complaint with a supervisory body in Europe. You should normally do this in the country where you are habitually resident.

If you want to exercise any of the above rights, please contact the association secretary or chair.

Marketing

We may contact you periodically by e-mail to provide information regarding events, services, membership renewal (if applicable) and content that may be of interest to you, unless you advise us that you do not wish to receive marketing and research communications from us. If applicable law requires that we receive your consent before we send you certain types of marketing communications, we will only send you those types of communications after receiving your consent. If you wish to stop receiving marketing communications from us, or would like to stop processing your personal information in any other way, you can contact us as described below to let us know what types of communications you wish to stop receiving.

Policy Changes

We may change this policy from time to time. Any significant changes to this policy made by the ARR will be notified to you by a prominent notice on our website, prior to the change becoming effective. This policy was last updated on 5th May 2021

Contact Us

If you have any questions, comments, or suggests, or wish to exercise your rights as set out above, please let us know by contacting the association secretary or chair.

ARR is a registered charity in England and Wales (253999)