

PSNI Data Protection Statement

The Pharmaceutical Society NI is a data controller registered with the Information Commissioner's Office. We will make use of personal data provided to support our work as the regulatory body for Pharmacists and registered Pharmacies in Northern Ireland and for our work as the professional leadership body for Pharmacists in Northern Ireland. We will process your personal data for purposes including updating the register, administering and maintaining registration, processing complaints, monitoring fitness to practise, CPD monitoring and compiling statistics.

The Pharmaceutical Society NI will not share your personal data on a commercial basis with any third party. We may, however, share your data with third parties to meet our statutory aims, objectives, powers, and responsibilities under the Pharmacy (Northern Ireland) Order 1976, the regulations made under the Order and other legislation. We may pass information to organisations with a legitimate interest including other regulatory and enforcement authorities, the Health and Social Care Board, employers, and the Department of Health.

We will publish pharmacists' fitness to practise records on our website as described in our Disclosure and Publication Policy.

Your name, address, telephone numbers, email address, employment details and registration with other bodies are used for registration, CPD, finance and regulatory processing. These details are held securely in paper and digital form and disposed of according to our data retention policy. By completing the registration process, you agree to The Pharmaceutical Society NI holding and processing these details under Data Protection Act 2018 Schedule 9 paras 3,4,5 (c) (e), 6 (1).

Employment data can also be used to develop regulatory activities and services in relation to the workforce. This information, as a statistic, may be made publicly available.

Your personal details are used by the Head of Public Affairs, Policy Standards and Engagement Lead and Policy Officer for communication activities to provide up to date information on regulatory activities. Declarations of health or character will be primarily processed by the Registrar and Legal Officer and, in some instances, the Registration Coordinator. This information can be used in conjunction with Fitness to Practice processed and can, where appropriate, be shared with relevant governing bodies.

Your personal details are also used by the Pharmacy Forum for the purpose of communications in relation to professional leadership activities. This can be sent by postal mail or email and, under Data Protection Act 2018, are sent under legitimate interests. The Pharmacy Forum will also use your data to send periodic communications to raise awareness and seek financial support for the charitable work and activities of the Pharmacists' Advice and Support Service (PASS).

Your financial data is processed by the Head of Business Operations and Finance Assistant. Your payments are processed by Global Payments online and Elavon when processed as a terminal card payment.

You are entitled to see the information we hold about you. If you wish to see this information, please send your request in writing to: Data Protection Office, Pharmaceutical Society NI, 73 University Street, Belfast, BT7 1HL, detailing the information you wish to

see. We are required to respond within 30 days. If you do not wish your information to be stored, where we are able to, we will remove upon request any information required. Please contact the data protection officer on 02890326927.