

## Privacy and Cookies Policy

This website is operated by Educational Services at Medical Protection Society ("we", "us" or "our"). By using and visiting our website, using our services and/or becoming a member you agree to this privacy policy. We respect the privacy of visitors to our website, those who use our services and our members and recognise that when you choose to provide us with information about yourself, you trust us to act in a responsible manner. That's why we have put a policy in place to protect your personal information. Please read on for more details about our privacy practices.

### What information do we collect and how do we use it?

At times we may request that you voluntarily supply us with personal information. Generally this information is requested when you apply to become a member or request a service, to administer your membership or to facilitate the service and if you need assistance from us. We may gather and use information about you in the following ways:

- We will use your personal information and information we obtain from other sources for administration and membership or other MPS services, underwriting, risk assessment, marketing, research and advisory purposes and to ensure that the content, services and advertising that we offer are tailored to your requirements. We may keep your information for a reasonable period for these purposes. We may need to share your information with our service providers and agents for these purposes.
- By providing us with your personal information you consent to our processing your personal information for the above purposes.

## Use of cookies

We use information obtained about you from cookies (files which are sent to us by your computer or other access device) which enable you use the booking system. We do this to allow us to identify the options you select and allow you to access various features essential to using the booking management system.

We use cookies to identify which country and whether it is medical or dental content that is applicable to you so you are shown the correct content. These cookies only remain on your computer for the current browsing session.

The names of the cookies we use are:

- custombusinessstype {identifies workshops}
- loginSessionID {an anonymous id assigned to you to enable booking}
- eventid {identifies the event you are booking upon}

If you want to delete any cookies that are already on your computer, please refer to the instructions for your devices browsing software on how to do this.

If you want to stop cookies being stored on your computer in future, please refer to your browser manufacturer's instructions by clicking "Help" in your browser menu. Further information on deleting or controlling cookies is available at [www.AboutCookies.org](http://www.AboutCookies.org). Please note that without the use of cookies you will not be able to use the events booking system.

When you visit our website, we may also log your IP address, a unique identifier for your computer or other access device.

## How do we protect your information?

We take appropriate measures to ensure that the information disclosed

to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

## **Other information**

You should note that if our business (or any part of it) is sold or transferred at any time, the information we hold may form part of the assets transferred although will still only be used in accordance with this policy.

We reserve the right, at our discretion, to change, modify, add, or remove portions from this policy at any time so you are encouraged to review this policy from time to time. We will, of course, notify you of any changes where we are required to do so.

You are entitled to ask for a copy of the information we hold about you (for which we may charge a small fee) and to have any inaccuracies in your information corrected.

For quality control and training purposes, we may monitor or record your communications with us.

## **When and how to contact us**

If your personal information changes, or if you have any queries about how we use your information, please let us know by contacting us at: Medical Protection Society, Granary Wharf House, Leeds LS11 5PY or [education@mps.org.uk](mailto:education@mps.org.uk).

Our goal is to respect your privacy. To help us improve our privacy practices please give us feedback. We welcome your comments and queries.