

British Menopause Society (“BMS”)

Privacy Notice

BMS membership and register of recognised BMS menopause specialists – process for admissions and removals

This privacy notice provides information about the processing of personal data by BMS. BMS is also referred to in this privacy notice as “**we**”, “**us**” and/or “**our**”. This policy applies to the processing of personal data in the context of BMS membership and the register of recognised BMS menopause specialists – specifically the process for admissions and removal. Registered menopause specialists must recertify every three years, so wherever we refer to admission to the register of recognised specialists, this also includes the recertification process.

This privacy notice explains the applicable rights under data protection legislation that apply to information about individuals that we process for the purposes of admission and removal. The individuals include members of BMS and recognised BMS menopause specialists, those who are applying for membership or recognition, as well as third parties whose personal data may be processed in the context of admissions and removals.

If you have any questions or concerns about our use of your personal data for these purposes, then please contact admin@bms-whc.org.uk.

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BMS’ charitable objects

BMS is a charity; its charitable objects include advancing education about the menopause, facilitating the study of the menopause, promoting high standards of training for those working in the field, and relieving women suffering from gynaecological disorders.

Admission and removal

About admission and removal

Healthcare professionals and other individuals interested in furthering BMS' charitable objects can apply for admission to membership. Members who are eligible healthcare professionals can also apply to join the register, provided they meet the criteria set out in BMS's policy.

The BMS Membership Policy governs the membership admission and removal process. Applications for admission to membership are considered by the Trustees or those exercising the Trustees' delegated authority. Trustees also have the power to remove someone from membership.

The BMS Menopause Specialist Policy governs the process of admission to and removal from the register. Applications for admission to the register are considered by the Trustees (or those exercising the Trustees' delegated authority). Trustees also have the power to remove someone from the register.

Both the BMS Membership Policy and the BMS Menopause Specialist Policy are published on the BMS website: <https://thebms.org.uk/about-the-charity/our-policies/>.

BMS' interests in processing personal data for the purposes of admission and removal

BMS holds, and may obtain, information relevant to admission and removal. This information (which includes personal data) needs to be processed by the Trustees (or those exercising the Trustees' delegated authority) to make decisions on admission and removal, particularly in a way that is fair and based on all relevant facts. These processes are also essential to upholding BMS' charitable objects.

Personal data we need to process for the purposes of admission and removal

We process information to conduct the admission and removals process (which may contain personal data) including (as relevant):

- (a) the relevant BMS policies and governing documents, including the BMS Membership Policy, the BMS Menopause Specialist Policy and the Articles of Association;
- (b) the application submitted by the individual, including any documents submitted to support the application, either voluntarily or upon request by BMS, to apply for admission as a menopause specialist (e.g. menopause educational qualification, professional registration with a licence to practice in the UK or Ireland, etc.);
- (c) menopause guidelines and recommendations that BMS expects menopause specialists to follow as listed in the BMS Menopause Specialist Policy;
- (d) menopause-related education or training provided by the individual, as well as work with multidisciplinary teams to develop pathways formularies and guidelines;
- (e) the individual's practice;
- (f) written (and where Trustees consider it appropriate, oral) representations after any resolution for removal is proposed;
- (g) the individual's conduct in their interactions with BMS or third parties;

- (h) information available in the public domain, including media coverage and content shared by the individual or third parties online (including, where relevant, on social media);
- (i) information about the individual shared by third parties, including staff and members of external organisations and members of the public;
- (j) any specialist support and/or advice obtained as part of the admission/removal; and
- (k) any other records which will assist with making decisions on admission and removal.

As set out above, this information may include personal data of relevant individuals, such as:

- (a) general personal data which will identify relevant individuals (including names, contact details, address, professional affiliations, qualifications and relevant institution);
- (b) personal statements and accounts of events relevant to admission or removal;
- (c) activities of individuals both within and outside the scope of their professional role or practice, to the extent relevant to admission or removal;
- (d) information shared by the individual with BMS (e.g. as part of their application for admission or during their communication with BMS);
- (e) information from or relating to third parties, where relevant to the admission or removal process; and
- (f) special category data such as health details.

Purpose and lawful basis for processing

The primary lawful basis we rely on to process the personal data for the purposes of admission and removal is Article 6(1)(f) of the UK GDPR, which allows personal data to be processed where it is necessary for our legitimate interests (or those of a third party), providing that these interests are not overridden by the interests and fundamental rights of the data subjects. The legitimate interests in this context include:

- (a) the need to assess whether an individual meets the eligibility criteria for admission;
- (b) the need to determine whether continued membership may harm, or is likely to harm, the interests of BMS;
- (c) the need to promote BMS' charitable objects;
- (d) the need to protect the reputation of BMS; and
- (e) the need to protect the financial sustainability of BMS.

We may also process your personal data in the context of admissions or removals because of a legal obligation to which BMS is subject (see Article 6(1)(c) of the UK GDPR) or because the processing is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract (see Article 6(1)(b) of the UK GDPR).

If the information we need to share includes special category or other sensitive personal data, we will rely on the following conditions set out in Schedule 1 to the Data Protection Act 2018 ("**DPA 2018**"):

- (a) the processing is necessary to protect the public against dishonesty, malpractice or other seriously improper conduct, unfitness or incompetence, mismanagement or failures in services provided by a body or association (see paragraph 11 of Schedule 1 to the DPA 2018); and/or
- (b) the processing is necessary for the purposes of complying with, or assisting other persons to comply with, a regulatory requirement¹ which involves taking steps to establish whether another person has been involved in dishonesty, malpractice or other seriously improper conduct (see paragraph 12 of Schedule 1 to the DPA 2018).

Who will we share your personal data with and why?

The personal data which we process for the purposes of the admission and removal may be shared with the following individuals and/or organisations:

- (a) any person who has shared information that is relevant to the admission or removal in question, in order that BMS can collect information to inform their decision on admission or removal. This may require BMS to put information relating to an individual to a third party, in order to inform BMS' understanding and decision-making;
- (b) members of the Board of Trustees;
- (c) members of the BMS medical advisory council;
- (d) staff of BMS;
- (e) our advisers including legal advisers;
- (f) third party processors (such as providers of IT infrastructure and services) who will be subject to confidentiality and data protection agreements;
- (g) any competent law enforcement body, regulatory body (including the Charity Commission), government agency, court or other third party where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights; and
- (h) the public (either where an individual is included in BMS' online register of recognised BMS menopause specialists or where providing this information is necessary in the particular context and is in accordance with data subjects' rights).

¹ A "regulatory requirement" includes a requirement forming part of generally accepted principles of good practice relating to a type of body or activity.

Data Retention and Destruction of Data

We will not keep personal data for longer than necessary for the purpose for which the data is processed. Once records containing personal data are no longer required, they will be securely destroyed. Please contact us at admin@bms-whc.org.uk for more details on our data retention policy.

To dispose of personal data, BMS will delete, shred or otherwise destroy the data. Any documents that contain sensitive or confidential information (and particularly sensitive personal data) will be disposed of as confidential waste and will be subject to secure electronic deletion.

International transfers

We will not transfer your personal data overseas.

What are your rights?

You have a right to access the personal data we hold about you. You also have a right to ask us to correct inaccurate or incomplete data, and for your personal data to be erased in certain circumstances.

As BMS is relying on legitimate interests to process and share data about you, you have the right to object to these uses of your personal data. There are legitimate reasons why we may refuse your objection, which depend on the specific reasons for the objection and whether the reasons for your objection outweigh our interests in processing the data.

You have the right to ask us to restrict processing of your personal data.

If we have collected and processed your personal data with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal of consent, nor will it affect the processing of your personal data conducted in reliance on lawful grounds of processing other than consent.

If you would like to exercise any of your rights, please contact admin@bms-whc.org.uk. For security purposes, we may need to ask you for information to verify your identity before we can deal with a request.

You have the right to complain to us about how we use your personal data by contacting admin@bms-whc.org.uk. We are required to acknowledge your complaint within 30 days and respond without undue delay, including informing you of the outcome.

You also have the right to complain to a data protection authority about our collection and use of your personal data. For more information, please contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113. Email: Casework@ico.org.uk.

Changes to our privacy notice

We will keep this privacy notice under regular review. This privacy notice was last updated on 15 July 2025.