

National Association of Health Play Specialists

Data Retention Policy

Context and Overview

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Approved by: National Executive Committee: 09.05.2018

Review Date: 09.05.2019

Introduction

From 25 May 2018, the new General Data Protection Regulations (GDPR) come into effect. As part of our preparations for compliance, we are contacting people who are currently on our NAHPS members list to inform them about how we intend to retain their data.

Data Retention

NAHPS have the right to hold data on members of the association for the purpose of audit. Completion of the membership form to join The National Association of Health Play Specialists (NAHPS) requires personal data to be shared with the association. This data includes:

- your name and address
- your email address

NAHPS will store the above data for the duration of the membership and for a period of 12 months following discontinuation of NAHPS membership.

How we protect your personal data:

The hard copies of membership forms are held by the membership secretary prior to being transferred onto an electronic database. Once details have been transferred, the hard copies are securely destroyed.

The electronic database is held on the membership secretary's computer, protected by passwords and an up to date firewall. A copy is also kept on an encrypted USB and held by the membership secretary.

The Chair and Vice-Chair of NAHPS are able to access these details for the purposes of auditing the membership.

The treasurer of NAHPS may also access personal details for the purposes of formalising the official accounts.

Member details are stored on the secure NAHPS website to ensure members can access the members only area. This is managed by the website officers and an external website host. The NAHPS website has a secure SSL certificate which gives high level security for over internet communications and data storage.

Personal data will be erased (in so far as it possible to achieve this in respect of information held on computers) within one year of members not continuing their membership with NAHPS, or earlier on request.

Your rights in respect of your personal data:

Under GDPR, you have the right to see the personal data we hold about you. If you would like a copy of the personal data we hold about you, please request this by contacting the membership secretary via email - membershipsecretary@nahps.org.uk and a response will be received within a month, in compliance with GDPR.

If you consider that your personal data is not being correctly handled, you may complain to the Information Commissioner's Office and the Chair of NAHPS.

Please find all NAHPS policies at www.nahps.org.uk