

The National Association of Health Play Specialists

Privacy Policy

Context and Overview

Prepared by: Penelope Hart-Spencer

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Introduction

The National Association of Health Play Specialists (NAHPS) holds information on members and trustees of the association and therefore, a privacy policy is required. This policy has been prepared in response to the General Data Protection Regulation (“GDPR”), which further develops the principles set out in the Data Protection Act.

This policy document explains how the Association collects, uses and protects your personal data. It includes:

- The types of personal data we collect and how we do so;
- When and why we share personal data within the Association;
- The limited extent to which we share personal data with third parties;
- The measures which are taken to protect your personal data; and
- The rights you have concerning your personal data.

The personal data we collect and how this is done:

We are asking all members to complete a form in advance of GDPR coming into effect (25 May 2018) This form is attached and is available on our website:

www.nahps.org.uk

We will require the following details from you:

- your name and address
- your email address
- your telephone number

This information will comprise the only personal data which we will hold. If any member has not completed a form prior to 25 May we will no longer be able to hold the information stored about you as a member.

When and why we share your personal data within the Association:

Your name and address and contact details are required to enable us to contact you regarding NAHPS matters. Your details are held by the NAHPS membership secretary and treasurer of the association.

Your email address is used to:

- advise you of the AGM, conference and study days
- advise you of other news that as members of NAHPS you need to know, such as the progress of work and updates within the Health Play Specialist profession
- allow members of the national executive committee to communicate with you from time on miscellaneous matters.

Sharing your personal data with third parties:

The National Association of Health Play Specialists will only share names and addresses with the publishing house of our professional journal. This ensures all members receive copies of the journal which are included within the annual NAHPS membership fee.

The National Association of Health Play Specialists has a secure website which is maintained by Getofftheweb.net. The website host has access to the names of NAHPS members for the purpose of adding them to the members only area of the site.

We will not share any personal data with third parties other than those therefore mentioned.

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.