



# DATA PROTECTION AND PRIVACY POLICY

## STATEMENT

RWPN procedures for the use of personal information

### **Rationale:**

RWPN collects and holds contact details for RWPN members (full, associate, overseas, manager and student) in order to keep them informed and up-to-date on the work of their organisation. RWPN also collects and holds contact details for suppliers, employers and trainers so that we can provide members with the services that these organisations offer.

### **Information held:** (to be entered by individual, not RWPN)

Name

Address

Date of birth

Email address

Organisation/Place of work

Qualification – type/date

Evidence of qualification (entered by us)

### **Use of information:**

We will never pass on your contact details to another party. Should a third party require your details, for example after attending training given by an outside provider when evaluation may be requested, we will always ask you to contact them, or forward information from them.



## **RWPN DATA PROTECTION AND PRIVACY POLICY**

1. This privacy policy sets out how we use and protect any information that you give us when you use this website.
  - ◆ Your privacy is important to us and we will ensure it is protected. Should we ask you to provide certain information by which you can be identified when using this website, then we will only use it in accordance with this privacy policy.
  - ◆ We may change this policy from time to time – you will be notified when any changes are made.
2. **RATIONALE** - the purpose of processing the information we hold
  - ◆ RWPN hold and use the information we retain in order to service your membership, and to send you related information when you have registered for an event.
3. **DATA WE COLLECT**
  - ◆ The lawful basis under which we collect, hold and use your information is “our legitimate interests” i.e .our requirement to retain the information you provide to us in order to provide you with the best possible membership related information and professional development services.
  - ◆ We ask individuals who sign up for RWPN membership to provide limited personal details including an email address, and to give explicit consent that we may use their information to process and support their membership.
  - ◆ In order to provide our range of membership services, we need to ask for and keep information about members. We will not use this information for any other purpose (except as required for legal purposes) without your prior consent.
  - ◆ The information held is:
    - Your Name and Email address – used by RWPN to contact you to service your membership.
    - Your postal address (if you have chosen to supply it) – to ensure that printed and Braille materials can be sent on request.
    - Your qualifications and experience professional (used by RWPN to authorise membership eligibility)
    - The subscription status of your membership (used by RWPN to authorise member discounts on services).
  - ◆ We may retain this information in respect of non-members, solely in the case of lapsed members who may wish to re-join at a later date.
4. **USE OF DATA** - We use the information we gather:
  - For internal record keeping.
  - To improve our services.
  - To block malicious activity.
  - In order to provide you with the best possible membership related information and professional development services.
  - ◆ RWPN use Wild Apricot, secure Membership Management Software, to hold all information in a database. To view the Privacy and Security statements for Wild Apricot, see <https://www.wildapricot.com/security-policy-overview>



## 5. STORAGE OF DATA - How long we keep your information for:

The criteria used for determining the retention period is as follows:

- ◆ For current members: we keep all information while membership is current in line with our legitimate interest above.
- ◆ For lapsed former members: we keep information for six months to enable us to issue a speedy response in case you wish to re-apply for membership at a later date.

## 6. SECURITY

- ◆ We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
- ◆ Links to other websites: Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## 7. CONTROLLING YOUR DATA

- ◆ We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.
- ◆ You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR). If you would like a copy of the information held on you please contact the Data Controller via 'contact us' on the website..
- ◆ If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible, using the contact form or in writing at the address below. We will promptly correct any information found to be incorrect. Full members can edit their own contact details via their profile on the website, and it is our expectation that it is the individual's responsibility to keep this information updated.
- ◆ If you require it, we will erase all personal information which we hold about you. Please contact us using the contact form or in writing at the address below to request this.

## 8. COPYRIGHT

- ◆ This website and its content is copyright of RWPN – ©RWPN 2014-2018 – or original authors. All rights reserved.
- ◆ Any redistribution or reproduction of part or all of the contents in any form is prohibited other than the following:
  - You may print or download to a local hard disk extracts for your personal and non-commercial use only;
  - You may copy the content to individual third parties for their personal use, but only if you acknowledge the website as the source of the material.
- ◆ You may not, except with our express written permission, distribute or commercially exploit the content. Nor may you transmit it or store it in any other website or other form of electronic retrieval system.



## 9. YOUR RIGHTS

- ◆ You have the right to ask us for copies of your personal information
- ◆ You have the right to choose whether to consent to the processing of your personal data
- ◆ You have the right to withdraw your consent to process your personal data
- ◆ You have the right to obtain confirmation as to whether or not personal data concerning you is being collected, where, and for what purpose.
- ◆ You have the right to request that we erase your personal data and stop any third parties from processing of the data. There are conditions for erasure, including the data no longer being relevant, or consent being withdrawn. In considering the request, we are required to compare the subject's rights to "the public interest in the availability of the data".
- ◆ We must notify you of any data breach which is likely to "result in a risk for the rights and freedoms of individuals", within 72 hours of first having become aware of the breach.

RWPN is registered with the Information Commissioner's Office (our reference number: ZA340940)

If you have any questions about these Terms, please contact us via email at [info@rwpn.org.uk](mailto:info@rwpn.org.uk) or in writing to RWPN, 8 Mount Pleasant, Ilkley LS29 8TW