



## **GENERAL DATA PROTECTION POLICY 25<sup>TH</sup> MAY 2018**

### **INFORMATION COMMISSIONERS OFFICE**

### **PRIVACY NOTICE**

#### **PURPOSE OF THIS NOTICE**

This notice describes how we collect and use personal data about you in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998, and any other national implementing laws, regulations and secondary legislation as amended or updated from time to time, in the UK.

#### **HOW WE MAY COLLECT YOUR PERSONAL DATA**

We obtain personal data about you when

- You apply to join the Alliance for Membership and Insurance and entry onto the Accredited Register or the Accredited Register.
- Your application is processed by the Alliances Insurance brokers or direct application via the Alliance Offices.
- You contact us by telephone or email requesting information about our services.

#### **WHAT INFORMATION WE HOLD ABOUT YOU**

- Your personal details
- Your qualifications
- Where you studied
- Our correspondence and communications with you
- Information about any complaints made about you or you make about us
- Information we receive from other sources, such as sharing of information via Disclosure and Barring Services, Health Care Professions Council, etc.

#### **HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU**

- We process your personal data for purposes necessary for the performance of your membership with us.
- We may process your personal data for certain additional purposes with your consent and in these limited circumstances where your consent is required for the processing of your personal data you have the right to withdraw your consent.
- Provide you with information relating to your membership i.e. the quarterly journal, conferences and branch meetings, updates on current legislation etc.

## **DATA RETENTION**

We will only retain your personal data for as long as is necessary to fulfil the purpose for which it is collected.

When assessing what retention period is appropriate for your personal data, we take into consideration:

- The requirements of our business and the services provided
- Any statutory legislation or legal obligations
- The purpose of which we originally collected the personal data

## **DATA SHARING**

We will share your personal data with third parties where we are required by law

## **DATA SECURITY**

We have put in place commercially reasonably and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those who genuinely have a need to know.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION**

It is important that the personal data we hold about you is accurate and current. Should your personal information change please notify us of any changes of which we need to be made aware of by contacting us.

Under certain circumstances by law you have a right to request erasure of your personal data. This enables you to ask us to delete or remove personal data when there is no good reason for continuing to process it.

This privacy notice was updated on 17<sup>th</sup> May 2018

**JANET HILLAM**  
**MANAGING DIRECTOR & REGISTRAR**