

ACPRC

Policy – Information Governance



1. Revision / Review History

Date of Initial Publication:	20/5/17
Date of Last Review:	21/5/18
Date of Next Scheduled Review:	1/1/19
Once printed, this document is an uncontrolled version. Always check the policy area on the ACPRC website/dropbox for the most up to date version of this document	

2. Scope / Purpose

The purpose of this document is to describe the ACPRC policy on Information Governance, Data Sharing and Privacy. It sets out the basis on which any personal data (data) we collect from you, or that you provide to us, will be processed by us. The information in this policy is in line with our responsibilities under the Data Protection Act 1998 and GDPR 2018.

3. Key Points

1. We will provide members with access to privacy information at the time of collecting their data.
2. If we obtain member information from another source, we will provide privacy information within a reasonable time period, no greater than 1 month from receipt of data.
3. We will provide privacy information in a manner that is concise, transparent, clear and in plain language – free from jargon.
4. We will regularly review our privacy information, the data that we hold and any policies pertaining to the processing of data.
5. If we plan to use member data for a new purpose, we will communicate the changes to members before processing.
6. Any changes made to this policy will be posted on this page which is open-access.

4. Privacy Information Statement

Collecting Your Data

You may provide or we may collect data from you at a number of points, including when you;

- Complete a form on one of our web pages
- Contact us by telephone/email
- Register for a short course or conference

This data may include details such as your name, address, telephone number and email. It is your responsibility to ensure that any data provided is accurate, in order to prevent the unintended sharing of data with third parties.

Processing your data

We will process and use your data for the following purposes;

- To provide you with the membership benefits which form part of your ACPRC membership
- To provide you with information that you request from us
- For the administration of your membership

We work closely with partner organisations to deliver and administer your membership benefits. In order to fulfill our delivery of your membership benefits we may need to pass your data to a third party, such as direct debit collection organisations. By submitting your data to us, you agree that it may be transferred to relevant partners, suppliers or sub-contractors and that it may be stored, accessed and used by them.

Where we provide your information to a third party, we will take all necessary steps to ensure that the transfer of data is secure, and that the third party has all of the necessary processes in place to process your data safely and securely.

Unfortunately, the transmission of information via the internet is not 100% secure, and although we do all we can to protect your data, we cannot guarantee the security of data transmitted to our websites and any transmission is at your own risk.

You will always be given the opportunity to opt-in/out of sharing your data with our sponsors or any other commercial organisation who may wish to contact you about their products and services.

Storage and Retention

- Your data will be held by the ACPRC and stored on secure, password-protected systems for the duration of your membership.
- Access to your data and these systems is restricted to members of the ACPRC committee and its agents/employees.
- Upon termination of your membership, we will delete your personal data within 28 days, but reserve the right to retain your non-personal identifiable data indefinitely

Right to Withdraw Consent

- You have the right to withdraw your consent to us processing your data at any time
- You have the right to lodge a complaint to the regulator about how we process your data at any time

Right to Request Your Data

- You have the right to make a subject access request about the personal information that we hold about you at any time. These should be made by email to secretary@acprc.org.uk
- The ACPRC has 28 days to respond to any subject access request.