

Data Protection Act 1988 & General Data Protection Regulation 2016

From Friday, 25th May 2018, *The Data Protection Act 1988* will be replaced by the General *Data Protection Regulation 2016*. The GDPR sets out the key principles by which all personal data, i.e. data by which an individual may be identified, must be collected, processed, stored and used by an organisation such as *The Association of Hypnotherapy & Stress Management*.

In particular, to comply with its legal obligations, personal data must be collected by the Association:

- for specific, explicit and legitimate purposes;
- processed lawfully, fairly and transparently;
- limited to what is necessary for the purposes for which it is processed;
- kept accurate and kept up to date;
- stored securely and not disclosed to any third party unlawfully;
- only retained for as long as is necessary for the reasons it was collected.

In addition, individuals have certain rights regarding their personal data, i.e.

- to be kept informed about how their data is used;
- how to access their data and any rectify incorrect information;
- how to have their data erased;
- restrict how their data is used;
- move their data from one organisation to another;
- to object to their data being used at all.

In The Association the Council of Management is the *Data Controller*, the *Data Protection Officer* is the Secretary and the *Data Processing Officer* is the Membership Secretary. Individual members are *Data Subjects*.

A key role in the GDPR is that of the *Data Protection Officer* whose role must be designated on the basis of professional qualities and expert knowledge of data protection law. In particular, the DPO must adhere to the GDPR requirements, as listed below:

- to inform and advise the *Data Controller* of their obligations pursuant to the GDPR;
- to monitor compliance with the GDPR, including the assignment of responsibilities, awareness-raising and training involved in data processing operations, and the related audits;
- to provide advice where requested with regard to the data protection impact assessment and monitor its performance;
- to co-operate with the *Office of the Information Commissioner* as the supervisory authority for the GDPR;
- to act as the contact point for the *Office of the Information Commissioner* as the supervisory authority for the GDPR on issues related to the processing of personal data.

Privacy Statement

1. Collecting personal information

The Association is committed to respecting and protecting your privacy. When you register with the Association as a member you will be asked to provide certain personal information, for example your name, your address, both postal and email, telephone number, both land line and mobile, and fax number, as set out in Membership Application Form. The Association will store this data securely and hold it on computers or in other formats, and use it for the purposes outlined below.

2. Use of personal information

The Association collects personal data for the purposes of administering the Association and communicating with its members, and for processing and validating membership subscriptions. The Association only uses personal information within the context of the purposes outlined, and it will only keep the information as long as is necessary to support these purposes.

3. Controlling access to personal information

The Association will not pass on your personal information to any third party unless you give it permission to do so, or the Association is required to do so by law. As a member of the Association your personal information will be displayed on the Association website at www.ahsm.org.uk to provide basic information for potential clients who may wish to consult you, such information to include only your name, email and telephone number. *Your home address or business address will not be displayed, unless you chose to do so.*

4. Storing your personal information

The Association employs strict information security procedures to store and handle your personal information. The Association protects your information against unauthorised access, unlawful processing, and accidental loss, destruction and damage. For example, emails will only be sent to you as *blind copies*, so that only your own email address will be visible when you receive it.

Emails will also display the following statement: *“Please note that the information below is being sent to you about matters relevant to The Association of Hypnotherapy & Stress Management of which you are a member. Your name and email address are confidential and will not be divulged to any third party. If you do not wish to receive this information, or you wish to amend your name and email address, please notify the Secretary at the address below.”*

5. Data Protection Regulation & Supervision

Under the requirements of the *Data Protection Act 1988* and the *General Data Protection Regulation 2016* the Association is registered with the *Office of the Information Commissioner* (Registration Number Z 7278352).