

## Afsfh Privacy Policy for Members

This Privacy Policy for Members fulfils the Association for Solution Focused Hypnotherapy's obligation to inform members about their data rights and how their data is collected, stored, and processed in accordance with the UK General Data Protection Regulation (GDPR).

The Association for Solution Focused Hypnotherapy (Afsfh) is the Data Processor and Data Controller for data utilised by the organisation.

### Terms of reference:

This Privacy Policy for Members refers to the Afsfh as 'us' or 'we'. Members or potential members are referred to as 'you' or 'your'.

By applying to join the Afsfh or if upgrading or renewing your membership with the Afsfh, you will be asked to confirm that you have read this policy and give your consent for your data to be collected, stored and used in accordance with this policy.

### 1. What data do the Afsfh collect?

**'Eligibility data':** When applying to join the Afsfh we will ask you to provide personal details for processing your application, which include: your name, postal address, contact telephone number and contact email address. To process your application, we will also ask you for information relating to your hypnotherapy course or hypnotherapy qualifications, professional insurance details and DBS information where appropriate.

**Membership data:** Once your application to join/upgrade has been approved, you will be given secure access to the Member's area of the Afsfh website (or access to this will be maintained if you are renewing). Once logged in, within your online 'Profile' you will also be asked to complete/check your **personal information for 'Admin' purposes only** and asked to provide **'public-facing' information for your listing** in the Afsfh therapist directory. This data will include your name, your practice details and contact telephone number and profile picture if you wish to include one.

### 2. How is your data used?

All data collected and stored by the Afsfh are used for the purposes of setting up, processing and maintaining your membership with us and for us to communicate with you.

**Eligibility data:** This data will be used for the sole legitimate purpose of processing your initial application for eligibility to join the Afsfh.

**Membership data - Your personal information for 'Admin' purposes:** This data will be collected for the purposes of administering your membership with the Afsfh, including managing your membership and communicating with you and will not be made public. Your personal details will be used to contact you about your membership (e.g. for renewal reminders) and your postal details will be used to send you hard copies of the Afsfh Journal.

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Version:	V3.0-23-10-2018	Author:	AFSFH

We will also use your details to contact you and liaise with you in the event of a complaint or if we contact you to verify aspects relating to your adherence with our policies, codes of conduct or professional standards.

In addition, your email address will be used to send you updates about the AfSFH and regular AfSFH Newsletters or Member Surveys (you can change your email preferences in your online 'Profile' at any time).

**Membership data - Public-facing information for your listing:** The public-facing data you choose to enter under your online 'Profile' will be displayed in the online therapist search directory. This will allow members of the public and other AfSFH members to view and use your contact details.

### 3. How is your data shared?

The AfSFH takes your right to privacy and confidentiality seriously. Processing of any financial transactions for payment of membership will take place securely through our website. Your financial information will be securely processed by a third party (such as PayPal), or by the Executive members of the AfSFH if you have asked us to process a financial transaction for you directly.

The AfSFH will not pass on or distribute your personal information details to any third parties, unless you request this of us or we are legally compelled to do so. Any data you choose to share via the online public-facing therapist register is under your control as a member, and you can edit and change what information is displayed by changing your listing under your online 'Profile'.

### 4. How is your data stored and maintained?

Once you have applied and joined the AfSFH, your personal information and public-facing information will be stored securely within the Membership database, which uses encrypted software. Your data will be stored for the duration of your membership. Should your membership expire or lapse, we will keep your records for 1 year so that we can reinstate your membership if you request this. After 1 year, if you have decided not to renew, your data will be electronically archived and stored. This data will be securely stored for a duration in line with regulatory standards, for a maximum for seven years. If you decide to re-join after 1 year of your lapsed membership, you will need to fully re-apply for eligibility of membership.

Each member must ensure that the data entered under their online 'Profile' (including contact details) is accurate and kept up-to-date. If you are unable to amend/correct or edit your information online, then please contact the AfSFH and we will endeavour to assist you.

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## 5. Your rights

In accordance with the GDPR, you have the following rights concerning your data:

- You have the right to be informed – if there are any changes/updates to this policy and how your data is used we will inform you.
- You have the right to request access to the data the AfsFH hold about you ('right to access'). If requested, this information will be shared with you within 30 calendar days.
- You have the 'right to rectification' – if you believe that any of the information the AfsFH holds about you is out of date or incorrect you have the right to change this (by changing your details under your 'profile' or to ask us to update your records).
- You have the 'right to be forgotten' – should you choose to terminate your membership of the AfsFH you have the right to request we erase all your details from our membership database within 30 calendar days. This does not apply in certain circumstances, for example your details will not be erased in the event of an ongoing complaint or dispute.
- You have the right to withdraw your consent to this policy at any time ('right to withdraw').

*If you have any questions or concerns about how the AfsFH uses or processes your data, you can contact us by writing to us at our Registered address below or by sending an email to: [info@afsfh.com](mailto:info@afsfh.com).*

*You can also find further information about GDPR on the ICO website: <https://ico.org.uk>.*

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