

# The Association for Family Therapy and Systemic Practice

## Privacy and Data Protection Policy



September 2020

[www.aft.org.uk](http://www.aft.org.uk)

The Association for Family Therapy will process your personal data as required by the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018, and as required for the AFT to fulfil its membership services to you. We will not sell your data, keep your personal data for longer than is necessary or make your personal data available to third parties, other than stated below. AFT take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. All computers are password protected.

The following is a description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Professional Membership Association

Reasons/purposes for processing information. We process personal information to enable us:

- to administer our membership records
- to communicate with our membership by post and email and telephone as required
- to record details of members and non-members attending workshops and conferences,
- to record those who are registered with UKCP and their continuing professional development to ensure they meet the requirements for re-accreditation
- to manage the approved supervisor list and list of systemic practitioner members
- to maintain our own accounts and records
- to support and manage our staff and volunteers.

**Type/classes of information processed:** We process information relevant to the above reasons/purposes. This may include: • personal details • financial details • employment, professional, and education details

**Who the information is processed about:** We process personal information about our trustees, staff, volunteers, members, supporters, enquirers and representatives of other organisations.

**Who the information may be shared with:** We sometimes need to share the personal information we process with the individual themselves and also with other organisations namely: Wiley who manage our membership services and publish the Journal of Family Therapy; UKCP for registration purposes; mailing addresses only to Stephens and George who print and mail out our Context magazine. We may also need to share information with hotels for residential conference bookings.

AFT has a number of Branches to support members locally and we may also share your contact information only with them, so that they can make contact with you about local events they are hosting.

When necessary or required, we share information on Trustees and Staff with local and central government bodies e.g. HMRC, Companies House.

When sharing information is necessary, we are required to comply with all aspects of the Data Protection Act (DPA) in terms of keeping information safe and secure. We do not transfer any personal information outside the European Economic Area.

**Why do we collect your name and address?** To send you Context and the Journal and communicate over your membership renewal, registration with UKCP, etc.

**Why do we collect your email address?** This is important, as it is one of the key requirements for members to login to the *member only area* of our website. This allows access to Context and the Journal of Family Therapy on-line, as well as the Australian and New Zealand Journal. It enables members to update and edit their member profile and the information available to the public in the Directory of Family and Systemic psychotherapists. It also allows members access to important policy documents, application forms etc.

We also send you email newsletters and information on jobs and training that are relevant to family and systemic work. It is a way to communicate with you quickly, as our Context magazine is bi-monthly. You can unsubscribe from the email newsletters, but this does mean you will not receive any email updates.

We also require your email address to communicate with you about your AFT membership subscription and UKCP re-accreditation. This is the most cost effective way for AFT.

We communicate by email to send you confirmation and information about events you have booked with us.

We also send out periodic surveys to find out your views and opinions on AFT activities.

Members have the option to join google email discussion forums and can unsubscribe from these at any time.

**Why do we collect your telephone number?** This is optional, but is helpful if we need to contact you urgently about conference bookings or continuing professional development questions, or if we have problems making contact with you via email and/or letter.

**Bank details and payment information?** We take payments, issue invoices and give refunds. We have to do this to fulfil our contract with you as a member. If you pay via our website, we never see complete payment details and never retain payment details on file. If we ask for bank details to make payment, these are kept confidential, safe and secure by our Financial Controller.

Wiley manage our membership subscriptions and if you decide not to renew your membership, they will retain your personal and payment details for the minimum statutory period. If you are a UKCP registered member, then AFT will retain your personal details and registration history for as long as deemed necessary for the purpose it was collected for. If you think that we are holding out-of-date or inaccurate personal data, please contact us. *Please note that Wiley and UKCP have their own Privacy Policy.*

*If you have any concerns about the data we hold on you or you do not wish us to use your address, email address or telephone number for any of these purposes, please write to: The Data Controller, AFT, 7 Executive Suite, St James Business Centre, Warrington, WA4 6PS.*

*Registered with the ICO: ref Z458865X*