

This statement explains the ways in which we will process personal information from 1 November 2018. 'We', 'us', 'our', 'our behalf', or references to the 'company', 'association' or 'organization', in this statement refer to The UK Psychological Trauma Society Ltd ('UKPTS'), company number SC452063. Our registered office address is 9 Ainslie Place, Edinburgh, Lothian, Scotland, EH3 6AT. You can email us at admin@ukpts.co.uk.

'Personal information' and the 'processing' of personal information

'Personal information' in this statement means both information by which an individual could be identified, such as a name, email address, mailing address, telephone number, or an internet protocol address with which they are associated, and information that 'relates to' that individual, such as individual preferences.

The *'processing'* of such information means almost anything at all that is done with it, for example its collection, organisation, storage, retrieval, consultation, even its deletion.

We process personal information in broadly two circumstances:

1. In fulfilment of a contract we have with you

Membership

If you are a member of UKPTS, you have entered into a contract with us under which we make available certain benefits and services part of the membership package, for example discounted attendance at UKPTS conferences, the opportunity to attend other members-only events, notice of those and other events held throughout the year, including the annual general meeting, and other association communications.

In order to for example communicate the association's news and notices of events to you, we need to process (collect, organise, store, and consult) some of your personal information (for

example your name, address, email address and preferences). Any information we collect for this purpose is unlikely to include anything gathered from sources other than the individual concerned.

We currently use [PaySubs Online](#) and [Stripe](#) to process subscription fees, and you should see a link to their privacy policies as you login to make a transaction.

Events

In organizing events throughout the year (our conferences and other workshops) and organizing attendance at those events we will process (collect, store, consult and use) personal information (your name, email address and any preferences). This enables us to organize those events as efficiently as possible and make them as tailored and effective as possible. Any information we collect for this purpose is unlikely to include anything gathered from sources other than the individual concerned. Where we partner with a third party to organize these events, booking information will be shared as far as necessary to facilitate efficient organization.

(Booking information gathered solely to facilitate efficient organization of events (for example dietary information) will be deleted within three months following the event. Where we gather information in the course of our organizing events, we will only use that for other purposes in accordance with the policy below.)

We will process (sometimes using third party services such as [Stripe](#) and [TicketTailor](#) or [Eventbrite](#)) credit or debit card details and bank account information in order to process payments.

2. In furtherance of the organization's legitimate interests

Data protection regulations also allow the use of personal information to meet a 'legitimate interest' of an organization if it is used in a way people would reasonably expect and in a way that has a minimal privacy impact.

Those regulations recognize that direct marketing can be such a 'legitimate interest'. Accordingly, UKPTS will sometimes process (collect, store, consult and use) personal information for this purpose, to promote the organization's aims and activities and maintain relationships with those that have supported us, where someone has for example attended or expressed interest in our events. Again, this is unlikely to include anything gathered from sources other than the individual concerned. This information will be kept until the individual requests that we delete it.

(Please note that separate electronic communications regulations mean that we will only send any electronic marketing material, for example by text or email, with your consent.)

Nevertheless, individuals who receive direct marketing from us will always have an absolute right to object to such communication, one that we will respect.

In addition, we consider the following to be among the organization's 'legitimate interests' and process personal information to the limited extent needed to further these:

- Networking, and the growth of the organization through targeted and effective communications in line with our goals and growth strategy. We will sometimes collect information relating to those with whom we contract (which we will keep for the duration of that relationship and any statutory limitation period on claims arising out of the relationship) and information relating to those with whom we might wish to contract (which we will keep for as long as we have an articulable interest in those parties. This may include information gathered from sources other than the individual concerned.
- Accurate record keeping in relation to our communications with you. We will sometimes store and may from time to time consult correspondence received containing personal information. Where correspondence contains a representation, or for example requests an undertaking as to the use of personal information, that will be stored for a period of six years. Other correspondence will be deleted in the course of reviews undertaken every six months.

Securing and sharing your information

UKPTS uses secure cloud servers and locally held devices to store most personal information. Emails sent to a @ukpts.co.uk domain are held on [1&1](#) cloud servers. The measures that 1&1 take to secure information held on a third party's behalf are outlined [here](#). Where we hold any personal information outside these systems it is held in secure local filing systems.

UKPTS never sells any personal information and involves third parties in its processing only to the limited extent described above and in the following circumstances:

- Where you have agreed to us doing that
- Where regulation or other law, for example company law, requires us to do so
- Where we use other companies to provide services on our behalf, e.g. processing, mailing or delivering orders, sending mail and emails or processing credit/debit card payments
- Where we organize events with a third party and for example share booking information to facilitate that

Your rights in relation to personal information we hold

Data protection laws give you rights relating to your personal information. These include the right to information about what personal information is held about you; the right to have any of that information updated, amended or deleted; and the right to restrict the use that it is put to or object to its being processed at all.

You also have the right to lodge a complaint with the UK's Information Commissioner's Office, which you can do [here](#).

If you would like to request details of the information we hold on you, or copies of that information, you can contact us at admin@ukpts.co.uk . Similarly, if you would like to change the way you hear

from us or if you no longer wish to receive marketing or our newsletters, you can contact us at the same address.

UKPTS' Website

Information Collected from Website Visitors

In running and operating our website UKPTS may collect and process certain data and information relating to you and your use of this site. This information is anonymous and is used for analysing website traffic. For details, please see our Cookie Policy below.

Passwords

Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

Third Party Links

You may from time to time find links to third party websites on our website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Cookie policy

Cookies are small text files sometimes used to improve the website experience of a visitor to a website. We may sometimes use cookies on our website to record aggregate statistical information about the visitors to our site and the use that our visitors make of the website. This information is used by us to improve our website. No personally identifiable information is recorded. All computers have the ability to decline cookies. You can easily decline or remove cookies from your computer using the settings within the internet options section in your computer control panel.

Managing your cookies

The following links will take you to the web browser's help page where you can manage your cookies:

- [Internet Explorer](#) • [Mozilla Firefox](#) • [Google Chrome](#) • [Opera](#) • [Safari](#) • [Safari iOS](#) • [Android](#) • [Blackberry](#) • [Windows Phone](#)

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To manage your Google Analytics cookies, you can visit the Google Analytics help page, however please keep in mind that information we obtain from Google Analytics goes towards improving the user experience on our site.

31 October 2018