



College of Mental Health (CMHP) Privacy Policy

General Data Protection Regulation (GDPR) is the new European law that takes effect from 25 May 2018. The legislation will affect anyone living inside the EU and any organisation that holds the data of EU residents. We have therefore created a Privacy Policy to set out how and why we collect, store, process and share your personal data.

We will always be transparent with you about what we do with your personal data and we will endeavour to regularly use a Legitimate Interest Assessment (LIA) to ensure that we have a valid reason for collecting and storing your data.

This Policy also tells you what your rights are in relation to the personal data you give to us.

If you have any questions about this Privacy Policy, or your rights under it, please contact: info@cmhp.org.uk

1. What personal data do we collect?

We collect and retain member names, email addresses, telephone numbers and postal addresses.

Occasionally we may also collect information on dietary preferences and access requirements if needed for event planning.

2. When do we collect your personal data?

When you apply to join the CMHP.

When you apply for educational events including (but not limited to): Psych 1, Psych 2, Psych Techs and the CMHP Annual Conference.

When you apply to credential or recredential with the CMHP.

3. How do we use your personal data and what are our legal justifications for doing so?

Your name and contact details are necessary to enable us to communicate with you about issues relevant to your membership such as the expiry of your membership, CMHP council elections, information about educational events, and to facilitate access to other membership benefits such as the CMHP newsletter and access to the CMHP email group.

For members undergoing credentialing or recredentialing processes we additionally gather information on the names and email addresses of the member's manager (if the member would like us to notify their manager of the outcome of the credentialing or recredentialing process). Portfolios submitted for credentialing or recredentialing may contain personal data.

Bursary and Education Award applications may also contain personal data.

We may request information on any specific dietary requirements for attendees at educational events.

We request primary contact names and email addresses conference exhibitors and corporate partners for the purposes of organising the annual conference.

4. Where is your data stored?

Members' names, contact details and, where supplied, employment, education and specialist interests, are stored in a secure database on the CMHP Website. Access to the database is only available for users with administrative roles: the website developer, the CMHP communications lead, the CMHP administration support and the CMHP Registrar for the purposes outlined above. Access levels are updated when there is a change of personnel.

Credentialing and recredentialing portfolios are stored in password secured Dropbox file accessible to portfolio assessors for the duration of the assessment and then deleted. Portfolio assessment summary sheets are retained in password secured Dropbox file for a set period for governance purposes and then deleted.

Bursary and Education Award applications are stored in a password secured Dropbox file accessible to the CMHP Education Lead and, temporarily, to those reviewing the application.

5. How long is your data stored?

Any member requesting a termination of their membership will have their membership profile data deleted with immediate effect. The same will apply for any member who advises us in writing that they have chosen not to renew their membership. In case of non-payment of membership fees, data related to that member (their membership profile - including names, contact details and other supplied information) will be retained in case of late payment for at least six months, and no longer than 13 months.

Members' email addresses are retained on the CMHP email group whilst membership is valid and deleted six months after lapse of membership (or sooner if communication received from member to cancel membership).

Names, email and postal addresses of CMHP educational event attendees are deleted once the event is over and attendance certificates have been sent where appropriate.

Credentialing and recredentialing portfolios are retained for one month after the completion of the assessment in case of query, and then deleted. Where an applicant wishes to defer or is unsuccessful and wishes to re-apply for credentialing or recredentialing, portfolios are retained for up to one year or until the assessment is completed. Portfolio assessment summary sheets are retained for 6 months for governance purposes and then deleted.

Bursary and Education Award applications are kept for 6 months after award has been paid for governance purposes and then deleted.

Corporate partner and conference exhibitor names and contact details are retained for 1 year to facilitate annual conference planning.

6. Who do we share your personal data with?

We will never sell any of your personal data to a third party. However, in order for us to provide our services to you, we may share your personal data with our trusted third-party service providers, as detailed below. Whenever we share your personal data, we put safeguards in place which require these organisations to keep your data safe and to ensure that they do not use your personal data for their own marketing purposes.



Current third-party service providers: KC Jones Conference & Events (www.kc-jones.co.uk/)

Website developers: Jellyhaus Ltd (<https://jellyhaus.com>)

7. Your rights

You have a number of rights relating to your personal information and what happens to it under GDPR:

- Right to be informed: You can ask about your personal data, how it is used, and why it is being used at any time.
- Right of access: You can request a copy of personal information we hold about you at any time.
- Right of rectification: You can update (or request updates to) personal information at any time.
- Right of erasure: You may request that we erase your personal data, cease further dissemination of the data, and (if relevant) have third parties halt processing of the data.
- Right to object: You can request that we cease to process your data based on legitimate interest or for direct marketing.

You can read more about your rights, including the circumstances in which they apply at the UK Information Commissioner's Office (ICO) website <https://ico.org.uk/>. Each European country will also have their own information resources on GDPR.

You have the right to complain about our use of personal data to the ICO. You can do this by contacting the ICO via their website <https://ico.org.uk/concerns/handling/>. If you would like to speak to us in relation to any of your rights, please contact us at info@cmhp.org.uk.

8. Changing your preferences

If you need to amend your details you can do so by logging into the CMHP website and amending your profile. If you opt to no longer be contacted by us, please note that you may miss important membership information such as election information.

If you would like to cancel your membership and/or remove your email address from the CMHP email group, please contact info@cmhp.org.uk.

9. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. If we make significant changes we will let you know but please regularly check this policy to ensure you are aware of the most updated version.

This privacy policy was last updated on: 1 July 2018