

FREQUENTLY ASKED QUESTIONS DATA PROTECTION

WHO WE ARE?

Society of Health Play Specialists (SoHPS) is a registered Charity (292218) whose main responsibility is the registration and education of Play Staff in the United Kingdom. The vision for this charity is the setting of standards of excellence in the provision of Play and Recreation in Healthcare.

Your personal data and privacy is important to us. The SoHPS Board has ratified a Privacy Policy which states how we will collect, process and protect any information that you provide to the organisation.

WHAT INFORMATION DO WE COLLECT?

We will collect personal information, including your name, address, email, registration number, telephone number(s) and other details that enable us to identify you.

We collect information from you for: -

- Maintaining a current register of all registered Play Specialists in the United Kingdom
- Registering your professional qualifications
- Mentor / Mentee contracts
- Indexation of Play Specialist students

INFORMATION THAT WE DO NOT COLLECT OR SHARE RELATED TO SENSITIVE PERSONAL DATA.

You may choose to share personal data related to your circumstances which impact on your re-registration. This will be recorded on your personal login page and will only be shared on a need to know basis with the Registration Standards Committee of SoHPS.

You can request this information to be removed when your personal circumstances have been resolved.

We do not collect the following data: -

- gender
- the racial or ethnic origin of the data subject

- political opinions
- religious beliefs or other beliefs of a similar nature
- whether a member of a trade union
- physical or mental health or condition
- sexual orientation

HOW DO WE USE YOUR INFORMATION?

Information will only be shared with SoHPS Trustees and the Registration Co-ordinator on a need-to-know basis.

We use your information to: -

- Respond to you and answer your questions
- To process your data through the registration and re-registration process
- To add you as an Indexation Student to the register
- To maintain the public register
- Analyse and report on registration and Indexation anonymised data for SoHPS Board and future development

WHO DO WE SHARE INFORMATION WITH?

We will not sell your information to third parties for any purposes. We only share information with: -

- SoHPS Registration Standards Committee on a need to know basis only
- Your registration status only will be shared with **verified** line managers and HR representatives until the public register is published
- When you enter a contact to mentor a student we will notify the college of your name and registration status until the public register is published
- If required by law to do so SoHPS when approached by the Police, Courts or a legal service, we would first contact you to gain permission. However, we may be required by law to share your information through a court order. SoHPS would always seek legal advice.

WHAT ONLINE FORMS ARE USED BY SoHPS?

From April 2019 all re-registration documentation will be submitted on line using your personal log in page.

WHAT IS HELD ON THE WEBSITE?

Each registered practitioner and indexed student is provided with a secure log in page accessed only by your personal password. Within the SoHPS Board there are three superusers who have access to your personal information. The registration coordinator is the designated data processor for the secure log in pages.

The SoHPS Board have a secure location on the website where reports, minutes, agendas and action plans are stored. Only SoHPS Trustees and the Board's nominated representatives can access this area through their secure personal log in.

There is a Public section on the website for general information where a copy of the public register is held.

HOW DO WE KEEP YOUR INFORMATION SECURE?

Our website has Secure Sockets Layer Security (SSL) certification. The SSL is a standard security technology that establishes an encrypted link between the SoHPS website, emails and you. Normally, data sent by emails or between a browser and the web server is sent in plain text, which would leave you vulnerable to your data being intercepted or seen by another user. The SSL security prevents this ensuring your data is safe.

All your personal information is held securely in accordance with the Data Protection Act, 1998 and the General Data Protection Regulations 2018.

HOW DO I UPDATE OR CORRECT INFORMATION?

Each individual registrant or student has a personal log in page which was set up with your personal details with the information you provided to us.

It is your responsibility as a Registrant or Student to update your personal page with any changes of: -

- Name
- Address

- Email address
- Place and location of employment
- Telephone number(s)

Failure to update your personal information **will** result in SoHPS not being able to contact you; your information could then be sent to a third party or you may not be notified of any changes when we need to contact you.

Who is responsible for the sharing of information between the mentor / mentee and/ or by the placement manager.

The sharing of personal information is by consent of all the individuals involved and must be kept in a safe place. At the end of the placement the shared information must be securely deleted and / or shredded.

These frequently asked questions were last reviewed on 20.4.18