



SoHPS

Society of Health Play Specialists

SoHPS DATA PROTECTION POLICY

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

Any personal information that you provide on the website is controlled by Society of Health Play Specialists (SoHPS)

PERSONAL INFORMATION

You will be asked to submit personal information about yourself (e.g. name, address and email address) in order to receive or use services on our websites. Such services include registration, events, publications, information and advice.

By entering your details on the website or sending an email, or telephone message, you are consenting to the processing of your information by SoHPS in accordance with this Data Policy. Whenever you provide such personal information, we will treat that information in accordance with this policy. Our services are designed to give you the information that you have requested. SoHPS will, at all times, act in accordance with current legislation and aim to meet current Internet best practice.

USE AND STORAGE OF YOUR PERSONAL INFORMATION

When you supply any personal information to SoHPS we have legal obligations towards you in the way we deal with that information. We must collect the information

fairly, that is, we must explain how we will use it. This Data Policy explains how we will use your personal information.

We will use personal information provided by you or gathered by SoHPS for the following purposes: -

- To process and respond to requests, enquiries and complaints received from you;
- To provide services requested by you;
- To communicate with you about services provided to you;
- For audit purposes;
- To prevent or detect fraud;
- We contact you to remind you that your registration is due for renewal and if you have signed up to be a mentor.
- We will not contact you for promotional purposes.
- We will hold your personal information on our systems for as long as is necessary for the purposes set out above and we will remove it when the purposes have been met, unless you opt-in for future communications with us.

ACCESS TO YOUR PERSONAL INFORMATION

You can access and copy all your personal data via your secure login on the website. Information provided to us on paper will be professionally shredded. Emails will be delete from the system or copied to your login page. If you share personal information with us you can request that we delete this email when your circumstances have changed.

We are committed to:

- Meeting our legal obligations as laid down by the Data Protection Act 1998 and General Data Protection Regulations 2018
- Ensuring that data is collected and used fairly and lawfully

- Processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate. Students and Registrants have access to their own secure log in page on the website it is their responsibility to maintain the accuracy of this record.
- To review and establish appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all members of the board and administrators are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the organisation.

DATA PROTECTION PRINCIPLES

Personal data shall be processed fairly and lawfully.

- Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any other manner
- Only relevant personal data shall be collected and used for the purpose of indexation, registration and re-registration
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data shall be retained until 5 years after the notification by registrant that they have retired or until SoHPS register moves to the HCPC mandatory register
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998 and General Data Protection Regulations 2018

