

Privacy Policy

Policy Statement

ARTP are committed to responsible and ethical choices in how we conduct business. This Privacy Policy gives you detailed information on when and why we collect your personal information, how we use it and how we keep it secure.

GDPR

The General Data Protection Regulation (GDPR) is a new piece of EU legislation that comes into force on 25th May 2018. The core intent of GDPR is to give individual's more control over the use of their personal data and how data is stored. This legislation will replace current data privacy law, giving more rights to you as an individual and more obligations to organisations holding your personal data.

One of the rights is a right to be informed, which means we have to give you even more information than we do now about the way in which we use, share and store your personal information.

Data Controller

The Association for Respiratory Technology and Physiology (ARTP) Limited Company No. 5987719 Registered Charity No. 1117470 are the registered data controllers, please see below our full contact details:

Main Office:
ARTP
C/O Executive Business Support
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ

01543 442 140
admin@artp.org.uk

ARTP have appointed the following Data Protection Officer to enforce our commitment to the security of your personal data.

Data Protection Officer - Chris Jones ARTP Communications Chair -
webmaster@artp.org.uk

How we collect your personal information

We collect your information when you decide to interact with us, complete an application form to become a member of ARTP or purchase one of our products and services.

We also collect information about your computer to look at how our audience use our website, so that we can offer the best possible experience. Information collected includes your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths

Purpose and Lawful Reasons for processing your data

For all goods and services purchased from ARTP we will process your data to ensure the correct delivery of those goods and services. The lawful reason for processing data in these cases is contractual and will include:

- ARTP Membership
- ARTP Training or Educational Courses and conferences
- ARTP Certificates of competency and ARTP Qualifications
- ARTP Handbooks and other products
- ARTP Bursaries or travel grants

We may contact you from time to time regarding information you may be interested in from ARTP or related organisations. We will only process your data in this regard and contact you if we have obtained your consent to do so. The lawful reason for processing data in this case is consent and will include:

- Job adverts
- ARTP marketing
- External organisation marketing

We may process data which falls within the special categories of data. The below list details the data which is processed that falls in that category:

- Health information - for any special requirements at examinations, conferences and events. This information will only be used with your consent and to ensure we are able to deliver any special requirements you may have. The lawful reasons for processing this data are consent and explicit consent as given by you, the data subject

Data Sharing

ARTP will never share, sell or trade your personal information to any third parties for marketing purposes.

We currently use other organisations to manage our activities: Executive Business Support (EBS) for our administrative support and Pixl8 for our website services. These organisations have access to your data in order to perform services on our behalf. We make sure anyone who provides a service for us enters into an agreement with us and meets our standards for data security. They will not use your data for anything other than the clearly defined purpose relating to the service that they are providing.

We may share your data with representatives or volunteers of ARTP for the purposes of providing assessments or marking of purchased certificates of competency, ARTP Qualifications and bursary, grant or abstract application. The data shared with these individuals is limited and only to individuals that meet our standards for data security. Regular training and auditing is conducted to ensure that these aims are met.

If you have asked us to obtain payment from an organisation such as an NHS finance department we may share your details to facilitate this transaction

Types of Information We Collect

We only collect the information that is necessary to carry out our business and provide a particular service that you have requested, and to keep you informed. This includes:

- Demographic information - (Name, address, contact details, e-mail address)
- Purchasing information
- Membership application information - (Date of birth, qualifications, work specialisms)
- Examination information - (Marks, comments, results, appeals, extension and deferral request information, specific requirements in examination conditions)

How your information is stored

Your information will either be stored on our website, in a restricted secure server environment or on cloud based software that we have verified as suitable and which meets our security requirements. Only individuals that need to will be allowed to access your data and this access is limited to the requirements of the individuals task. We ensure that all individuals, volunteers and staff members of any third party have been trained to understand their requirements in keeping your data safe. Any hard copy paper records which may be sent to the organisation, such as application forms, are stored in a secure environment and where relevant transferred into electronic format.

How long is your information kept

We will only keep your data for as long as it is necessary, for the majority of information will be retained for 7 years to coincide with financial requirements. For areas that you have withdrawn your consent or asked for your data to be removed it will be destroyed as soon as possible within 1 month. If we decide not to destroy your data we will inform you as to why we have made this decision.

Your Choices

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you by withdrawing your consent. If you have an online account with us, you can amend your personal details and email contact preferences at any time. Simply sign in on the web site and log into your account in the member log in area. Alternatively if you prefer, you can contact us by telephoning 01543 442141 or emailing admin@artp.org.uk .

Your rights

You have the following rights as an individual:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

If you have any queries or concerns regarding the use of your data and the above rights, please contact us by telephone on 01543 442154 or by email admin@artp.org.uk

The supervisory authority is the ICO and comments and concerns can be raised with them. Further information on data protection regulations and laws can be found: <https://ico.org.uk/for-the-public>

Additional information

No personal data is stored or transferred outside of the UK.