

The UK Psychological Trauma Society (UKPTS) takes its duty to process your personal information very seriously. This policy explains how we collect, manage, use and protect it.

We do occasionally update this policy, so please do return and review it from time to time.

Refer to the sections below for more details on how and why we use your personal information:

- Who are we?
- The personal data we collect and how we use it
- Sharing your information
- Retaining your information
- What are your rights?

Who are we?

In this policy references to 'we' or 'us' are to UKPTS Ltd, 9 Ainslie Place, Edinburgh, Midlothian EH3 6AT, Registered Number SC452063.

What personal information we collect and how we use it

What we need and how we handle it

UKPTS collects and holds some personal information relating to its members, others who might be interested in the organization's purposes and services, and anyone having contacted us directly who provides personal information while doing so.

This will usually be limited to information such as your name, postal address, telephone number, email address and your bank details for subscription fees and ad hoc payments such as events. We will be very clear with you if we wish to collect further information, and include our reason for wanting to do so.

UKPTS employs an external consultancy, CJ Association Management Ltd ('CJAM'), to hold and manage this information on our behalf, and all data stored on behalf of UKPTS is held in the UK or EU, including emails sent to '@ukpts.co.uk' domains. However, UKPTS remains in full control of that information; the General Data Protection Regulation, in force from 25th May 2018, provides that where information is managed like this:

- it can only be processed (collected, stored, consulted or transmitted etc) on our instruction;
- it must be returned or deleted on our instruction;
- it must be reasonably secured, and we must be notified without delay of any data breach.

Why we need it and how we use it

We collect and process personal information in the following circumstances, depending on the relationship we have with you:

In fulfilment of a contract with you

As a member of UKPTS, you've entered into a contract with us to deliver benefits and services which form part of the membership package, for example notices of UKPTS meetings and the Annual General Meeting, and other association communications. In order to communicate

these 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). In order to do that efficiently and securely, the UKPTS employs CJAM as stated above.

To ensure we maximise the delivery of benefits and services which form part of the membership package, we may also send out a membership survey. The responses to this are anonymous and participation is voluntary. We will collect, store and analyse this information to allow us to grow the membership benefits in line with the majority of the views of the survey respondents.

When we distribute an e-newsletter, we may use a third-party provider, DotMailer, and gather statistics of email opening and clicks using industry standard technologies that include clear gifs to help us monitor and improve our e-newsletter. For more information, please see [DotMailer's privacy policy](#).

As above, we may collect bank details in the course of processing subscription fees and ad hoc payments such as events. UKPTS uses [PaySubs Online](#) to process these payments, and you should see a link to its privacy policy as you login to make a transaction.

The organization's legitimate interests

The General Data Protection Regulation also allows the use of personal information to meet a 'legitimate interest' of the organization if it is used in a way people would reasonably expect and in a way that has a minimal privacy impact. The regulation recognizes that direct marketing can be such a 'legitimate interest'. Accordingly, UKPTS will sometimes process (collect, store, consult and use) personal information for this purpose, and to enable us to respect your preferences for being contacted by us.

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, and in the interests of keeping an accurate record of our communications with you, UKPTS will store and may from time to time consult any correspondence received containing personal information.

How we obtain your details

We collect your personal information:

- when you provide it to us directly;
- when we collect it as you use our websites or apps (see website policy below).

Children

If you are under 18 years of age, please ensure you obtain your parent/guardian's consent before sending any personal information to UKPTS. Please note we will not knowingly communicate with persons under 18 years without that written consent.

Sharing your information

We will never sell your personal information to other organisations. We only disclose information to third parties or individuals in the following circumstances:

- If you have agreed that we may do so;
- When 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. In the case of UKPTS, those companies are CJAM and Dotmailer, and PaySubs Online to process credit/debit card payments;
- If we merge with another organisation to form a new entity, information may be transferred to the new entity;
- When obliged to by law, for purposes of national security, taxation and criminal investigations.

If demographical and statistical information is ever shared with third parties, for example to evaluate the effectiveness and reach of our website or to survey opinions and interests of members, information will not be disclosed in any way that might identify individual users. We may disclose aggregate statistics about our site visitors, to describe our services and operations to prospective partners, advertisers and other reputable third parties and for other lawful purposes, but again these statistics won't include any personally identifying information.

Retaining your information

We hold your information only as long as necessary.

If you decide not to support UKPTS any more or request that we have no further contact with you, we will keep some basic information in order to avoid sending you unwanted materials in the future and to ensure that we don't accidentally duplicate information.

What are your rights?

GDPR, implemented on 25th May 2018, gives all individuals a number of rights relating to their personal data held by companies, organisations and other third parties. These include the right:

- of access: giving transparency over the information held about you, which will be provided to you on request within one month
- to be informed: giving transparency over how your personal information is used
- of rectification: the right to have your information updated or amended if it is wrong
- to restrict processing: you may ask to stop third parties using your information
- to be 'forgotten': ask us to remove your personal information from our records
- to object: object to the processing of your information for marketing purposes

Access to Information

All individuals have the right to access personal information that is held about them. You can request a copy of any information that we hold about you. Please contact us if you wish to make such a request by emailing admin@ukpts.co.uk

Marketing

If you would like to change the way you hear from us or you no longer wish to receive direct marketing communications from us, then use the contact form on our 'Contact Us' page or email us at a contact provided there.

If you would like to know more about your rights under data protection law see the [Information Commissioner's Office](#) website.

UKPTS' Website

Information Collected from Website Visitors

In running and operating this 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

Use of Cookies

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.

When someone visits ukpts.co.uk we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. Personally identifiable information will only be collected in a manner in which the site visitor is aware of, and which will explain what we intend to do with it.

You can find out more by visiting the [Google Analytics Cookie policy page](#).

Managing your cookies

The links below 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](#)

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.