

# EMDR Yorkshire Region

## Privacy Policy April 2018

### **General**

This privacy policy documents the data about you held by EMDR Yorkshire Region and what it does with this data. You can access this policy at the bottom of our website homepage. We may change this privacy policy from time to time so please continue to check this policy to ensure you are happy with any changes.

### **What we will collect**

We will ask for and keep the following information if you consent to be on the EMDR Yorkshire mailing list:

- Your forename and surname and optionally, if provided, your title;
- Your email address;
- Your membership, or otherwise, of the EMDR UK&Ireland Association;
- If you are an accredited practitioner;
- If you are an accredited consultant;
- If you wish to be part of the consultant sub-group.

We will store the information you give us securely, in line with all relevant and current Data Protection requirements.

If you make either a general enquiry or a specific request to join the EMDR Yorkshire mailing list via the EMDR Yorkshire website, an email is sent to the appropriate person for them to respond to. Once your request or enquiry is dealt with all associated emails are then deleted.

We do not gather or store any other data about you.

### **How we use your stored information**

This information is used for sending out communications by email informing you of continuous professional development or similar events organised by the EMDR Yorkshire Region or other relevant EMDR-related organisations or groups.

### **Your rights**

Your rights fall into the following categories:

#### ***Sharing your information***

We will never sell or share your information with any other organisation. We may distribute your information to other relevant members of the EMDR Yorkshire Region Committee in order to communicate with the appropriate grouping of people on the mailing list.

#### ***Right to be removed from the list***

You may at any time request to be removed from the mailing list. You can do this in the following ways:

- Use the enquiry form within the contacts page on the EMDR Yorkshire website to request this;
- Contact any member of the EMDR Yorkshire Region committee.

We will then action your request as soon as possible.

### ***Right to complain or change your mind***

In the first instance we would like you to contact us if you are unhappy about anything relating to the information we hold about you. We would then endeavour to address your concerns with the aim of reaching a mutually agreeable outcome.

You can contact us by using the general enquiry form within the contacts page on the EMDR Yorkshire website.

Ultimately, if unsatisfied with our response you have the right to complain by contacting the Information Commissioner's Office directly.

We would appreciate any feedback you have.

### **Record Keeping**

Your data will be kept for as long as you wish to be communicated with by the EMDR Yorkshire Region. You may be asked on a regular but not frequent basis if you still wish to be on the list.

If you believe that any information we are holding about you is incorrect or incomplete, then please contact us as soon as possible via the EMDR Yorkshire website. We will correct any information which was found to be incorrect promptly.

If you have any questions or concerns about this Privacy Policy, or would like to receive a printed version, please contact us.