

## **YOUR PERSONAL DATA**

This notice explains how and why BAAT uses members' personal data. When we refer to "we" or "us" in this policy we are referring to BAAT.

We use the term personal data to mean any information that you give us from which you can be identified. This might include your name, your address, your email contact details, or your telephone number. Information where your identity has been removed (anonymous data) is not personal data.

### **Who controls my personal data?**

BAAT is the controller of your personal data. We decide how your data are used, who we shared your data with, and for how long your data are stored. We are listed on the Information Commissioner's register of data controllers under Registration Number Z771751X.

Your personal data are processed by employees of BAAT whose contracts include a duty to maintain confidentiality when processing members' data. This obligation continues to apply even after their employment with BAAT comes to an end.

### **Your membership of the BAAT**

When you apply to become a member of BAAT, we ask you to complete a membership application form.

We ask you to give us your name and contact details (so that we can get in touch with you), information about your training (so that we can check that you qualify for membership of BAAT), and your bank details, if you opt to pay by Direct debit (so that we can take payment of your membership fees).

### **How do we store your personal data?**

The information that you provide on your membership forms, and the financial information that you give us for Direct Debit payment, is entered and held on our password-protected database. If you have an additional membership as a private practitioner or supervisor, this information is also uploaded to our password-protected database.

We keep an electronic copy of the membership application form and if you pay by Direct Debit, we need to retain an electronic copy of your signed Direct Debit authorisation as evidence that you have consented to the transaction.-

For private practitioners and supervisors, we keep a copy of your application or renewal form so that we can perform quality assurance checks to ensure that our database has picked up all private practitioners and supervisors due for renewal.

### **BAAT online account for non BAAT members**

If you are not a BAAT member and you create an account on the BAAT website to sign up and book on a BAAT course or conference, your personal data are kept in the 'events' section of our password-protected database. The information held on your account on our password-protected database will be deleted 3 years after it was first created if it has been inactive during that period. Otherwise, you can continue to use the same account details to book on BAAT courses and events if you are not a member.

### **Membership benefits**

As a member of the BAAT, you are entitled to certain benefits, including:

- the International Journal of Art Therapy: Inscape (IJAT)
- Newsbriefing, BAAT's bi-annual newsletter
- our e-bulletins with news of jobs, events, courses, etc.

You can also join our Special Interest Groups (SIGs), Regional Groups (RGs) and the Art Therapy Practice Research Network (ATPRN). These activities are recognised as part of Continuing Professional Development (CPD).

BAAT has a legitimate interest in using your personal data in order to provide these membership benefits to you. You can control what information you receive from us and how you receive it by logging in to the members' area of the BAAT website and updating your contact preferences or by sending an email to [info@baat.org](mailto:info@baat.org).

### **BAAT members search facility**

We have a search facility for BAAT members in the members' area on the BAAT website, which is only available to BAAT members: <https://www.baat.org/Membership/Membership-Search>.

At present, we do not have a publicly accessible register as many BAAT members work in clinical areas where they do not want personal information to be easily accessed. If you do not want to be included in the BAAT Member's search facility, please let us know by sending an email to [info@baat.org](mailto:info@baat.org).

The other search facility is for art therapists in private practice as therapists and supervisors in the 'Find an Art therapist' area of the BAAT website: <https://www.baat.org/About-BAAT/Find-an-ArtTherapist>

BAAT full members have to apply separately and meet BAAT criteria to be listed in this search facility.

Please note: as a BAAT member, you have access to a 'Profile' section in the members' area which is password protected and includes:

- My profile
- My employment details
- My directory entry
- Change password
- My membership details

When you first join and your membership is activated, the details you have submitted on your application form will be automatically uploaded in 'My profile' section. You can edit this, as well as all the other categories apart from 'my membership details' (this is linked to the database).

You control what information you want to share on your listing.

### **Contacting BAAT via social media**

If you send us a message via social media, we may share this information with third parties if it fair and lawful to do so. For example, if your query relates to an external venue hosting at BAAT event, we may share your message with the venue.

### **You control your online data content and display options**

Please log in to the members' area of the BAAT website (your membership number is your username) and visit the 'Profile' area where there are several options: my profile, my membership details, my employment details and my directory entry. Make sure you are happy with the information displayed there.

**Please note:** You control the 'Profile' area, not BAAT, so do make changes accordingly.

### **Do you share my personal data with any third party?**

We share your name and relevant contact details with our publishers Taylor & Francis, who mail you the International Journal of Art Therapy, and UNITE who mail you the Newsbriefing. This is done by sending a printable list of members' names and addresses. We have contracts in place with Taylor & Francis and Unite which ensure that this information is only used for each mailing and is not retained by the publishers after the publications have been sent out.

#### We may also share your personal data:

- with our professional advisers, for example, our accountants or lawyers.
- with our suppliers, including the company that provides confidential paper shredding services.
- with our IT companies providing our platforms for managing our website, databases, emails, files and forums.
- if we are under a legal duty, for example, if we are ordered by a court to share information, or if we need to share information for the purposes of prevention of fraud or other crime.
- where we need to share your personal information with a regulator, for example, making returns to HMRC;
- in order to enforce any terms and conditions, or contracts between us; or
- as part of a sale of some or all of our business and assets to any third party, on a temporary or permanent basis, for the purposes of a joint venture, collaboration, sale, merger, reorganisation, change of legal form, dissolution or similar event (we will always notify you in advance and we will aim to ensure that your privacy rights will continue to be protected).

We do not transfer your personal data to countries outside the European Economic Area.

### **Deleting and disposing of your personal data**

We will only keep your personal data for as long as necessary to fulfil the purposes for which we collected the data, including satisfying any legal, accounting, or reporting requirements.

We keep your personal data for as long as you continue to be a member of BAAT.

If you do not renew your membership, we will keep your personal data and records of your past payments on our systems for 3 years. Hereafter, all electronic files holding your personal data will be deleted of the system and any hardcopy forms will be shredded and disposed of as confidential material. BAAT engages a third-party company specialising in confidential material shredding and we have a monthly collection of forms. These are kept in a locked box between collections.

If you wish to re-join BAAT after this time, you will need to start a new application as we will no longer be able to reactivate your expired memberships.

The retention period may be extended or reduced if we deem it necessary, for example, to defend legal proceedings or if there is an on-going investigation relating to the personal data.

## Your rights

You have the right to:

- Request access to your personal information (commonly known as a "subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are processing it lawfully.
- Correct the personal data that we hold about you if it is incorrect, incomplete or inaccurate.

In certain circumstances, you also have the right to:

- Erase your personal data from our files and systems, where there is no good reason for us continuing to hold it.
- Object to BAAT using your personal data to further our legitimate interests (or those of a third party), or where we are using your personal data for direct marketing purposes.
- Restrict or suspend the use of your personal data, for example, if you want us to establish the accuracy of your personal data or our reasons for using them.
- Ask us to transfer your personal data to another person or organisation.

If you have given your consent to us processing your personal data, you have the right to withdraw your consent at any time. Please be aware that this may affect some of the services you receive from BAAT as we may no longer be able to mail you publications or send you updates and information by email. If you want to exercise any of these rights, please contact us at [info@baat.org](mailto:info@baat.org).

## Queries or complaints

If you have any questions about this notice, or about how BAAT handles your personal data, please contact [info@baat.org](mailto:info@baat.org).

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues - <https://ico.org.uk/make-a-complaint/>.