

YOUR BAAT DATA & THE NEW GENERAL DATA PROTECTION REGULATION (GDPR)

Your BAAT membership

By signing up to your membership, you are giving consent for BAAT to send you information and publications which are detailed on your membership benefits and to hold your information according to the new GDPR guidelines (please see below for 'how are your data processed and kept?').

This means that if you do not renew your membership on time and we must lapse it, we will henceforth have to delete all your BAAT membership data as we will no longer have your authorisation to keep it. If you wish to re-join BAAT, you will need to start a new application as we will no longer be able to reactivate expired memberships. This will have implications on our ability to confirm past payments for membership for tax purposes: if you leave BAAT, we will no longer hold any of your details on our database.

We will update accordingly our membership application and renewal forms and notices to outline clearly our membership contractual agreement and to remind members of these issues.

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, my directory entry and make sure you are happy with the information displayed there. You control this area, not the BAAT staff, so do make changes accordingly.

Your BAAT events and activities data

When you sign up for a course or conference, your data are kept in a special 'events' section of our password-protected database. We will delete the information held in this section following the yearly approval of our company accounts as we need it to complete our financial report.

How are your BAAT data processed and kept?

Your application form and financial information for Direct Debit payment are entered and held on a password protected database.

If you pay by direct debit, we need to retain your signed direct debit authorisation as this is the only way to evidence your consent to this transaction. This form is kept in a locked cabinet at present and we will be working towards uploading this information on our database so we no longer will need to keep paper copies.

If you have an additional membership as a private practitioner or supervisor, this information is also uploaded to our password-protected database. At present, our system

requires that we keep your application or renewal form: we changed the renewal frequency from five to two years and consequently, our database does not necessarily pick up all private practitioners and supervisors due for renewal. Our paper trail is more accurate and until all private practitioners and supervisors are on the two-yearly frequency, all forms will be kept in a locked cabinet.

Who controls and processes my data?

The data controller is BAAT as an organisation.

Your data are processed by employees of the BAAT whose contracts include a clause on their duty to maintain confidentiality when processing members' data:

'Confidentiality: You may as an employee have access to or be entrusted with information that the Association has deemed confidential. You shall not at any time during or after the end of your employment disclose to any person, or make use of, such confidential information.'

How does BAAT dispose of my data?

Your membership application and other forms will henceforth be shredded and disposed of as confidential material. BAAT is now employing a company specialising in confidential material shredding and we will have a monthly collection of forms which will be kept in a special locked box between collections.

Do you share my data with any third party?

We do not share your data with any third party with the exception of our publishers Taylor & Francis and Unite who mail you respectively the International Journal of Art Therapy and Newsbriefing, both core benefits of your membership agreement. This is done by sending a printable list of members' names and addresses and this information is only used for each mailing, and not retained by Taylor & Francis and Unite.

This information will be clearly displayed on the membership benefits information and we will refresh consent for this at the time of renewal.

If you have any queries about your BAAT data, please email info@baat.org