

Privacy Statement for IPT UK website

PRIVACY STATEMENT

IPT UK is the UK national network and accreditation body for IPT therapists, supervisors and trainers. IPT UK is the Data Controller for this website and this notice explains how we may use any personal data we collect about you when you register with IPT UK and/or when you use this website.

WHAT INFORMATION DOES IPT UK HOLD ABOUT ME?

When you sign up to IPT UK, we collect the personal information you give us, which includes your name, telephone number, the region that you work in, your client base specialty and your email address(es). We also ask you, and in some cases your supervisor, to confirm that you have met [CPD standards](#) required to maintain your accreditation. This is the information required to assess your application for accreditation and, if the required information is not available, we may be unable to make a decision. Please endeavour to provide all the information requested.

WHAT DOES IPT UK DO WITH MY DATA AND WHO PROCESSES IT?

IPT UK's registration and membership process is managed by PaySubsOnline. When you register with IPT UK, you submit your details and payments to PaySubsOnline, and IPT UK accesses your details via an account held with them. PaySubsOnline store your data on a secure server behind a firewall. Further information about PaySubsOnline's security and privacy policies can be found [here](#).

Your name, region, accreditation status and client base is also listed on a document stored on our Google Drive, which is linked to the IPT UK website (hosted by Weebly) so that this information is publicly accessible to members of the public looking to check your IPT UK accreditation status. If you have Member Plus registration with IPT UK then we will also list your email and telephone number on this document to allow you to advertise yourself to prospective clients and supervisees. This register is updated on a regular basis and your information will be removed if you do not renew your accreditation with us, or if you request to be removed from our

database. Please be aware that if you choose to be removed from this list then we will no longer be able to acknowledge your accreditation with us. We recommend that you check your details on our [register](#) and let us know by emailing contact@iptuk.net if any of your information is incorrect, or if you would like your contact details removed from this publicly-accessible list.

We will also use your details to keep you in touch with IPT UK by sending you emails containing IPT UK updates, upcoming events and important changes to your membership. In order to do this, we store your name and email address together in our MailChimp account. You can access MailChimp's privacy policy [here](#). If you do not wish to be contacted by us in this way, please let us know by emailing us at contact@iptuk.net, and we will remove you from the mailing list. You can also opt out by clicking the "Unsubscribe" button which you will find at the bottom of every email you receive from us. If you choose not to be contacted, we recommend you frequently check the [news page](#) on our website in order to stay up-to-date with upcoming events and important changes to your membership.

We do not use profiling or automated decision making when processing your data for any purpose.

CONSENT

When you provide us with personal information by signing up to IPT UK via the PaySubsOnline system, you are asked to give your consent to our collecting and using it for that specific reason only. Our legal basis, under the General Data Protection Regulation (GDPR) (EU) 2016/679, for this data collection and processing is covered under the concept of "Legitimate Interest", which means that we hold these data because they are necessary to meet the objectives of IPT UK to hold and maintain accurate records of the training, CPD and accreditation of practising clinicians, supervisors and trainers.

You can unsubscribe from our mailing list or change your contact preferences by clicking the relevant link at the bottom of any email we send you. If you wish to be removed from the IPT UK database, please contact us at contact@iptuk.net.

DISCLOSURE

We may only disclose your personal information if we are required by law to do so, or if we are obliged to pass on information to your employer and/or professional body in relation to investigations of complaints made against you, or should we need to notify them of a complaint made to IPT UK which has been investigated by us and upheld. For more information please see our [Complaints Procedure](#).

DATA RETENTION

IPT UK will retain your data only as required or permitted under data protection law and while it has a legitimate purpose for doing so. Data will be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. If you do not renew your accreditation with us, we will delete you from our mailing list and from our online register. We will retain a record of your contact details, accreditation status and period during which you were accredited in order to be able to confirm your previous status as an accredited member if later requested (for example, if this information was required as part of an investigation into professional conduct). Data retained will include your name, email address, highest level of accreditation (trainee/practitioner/supervisor), and the dates of your IPT UK accreditation. You have the right to be forgotten, and may request for this data to be deleted. Please be aware that once this data is deleted we would not be able to confirm that you were ever registered with IPT UK if asked at a later date.

COMMUNICATING WITH IPT UK

If you contact us (by any method) about the website or to ask questions regarding IPT UK or your membership with us, we may keep a record of that correspondence and use your contact details to reply to you. Communications relating to the website may be sent to you from us by email. Please note, email is not a fully-secure means of communication. Whilst we try to keep our systems and communications protected against viruses and other harmful effects, we cannot guarantee this.

LINKS

When you click on external links on our website, they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

COOKIES

Cookies are small pieces of data which are stored by your web browser every time you visit a website. We use cookies to learn which parts of the website are visited most often and to support us in developing the usefulness of the site.

We use the following cookies:

- *Essential cookies:* these are essential for the smooth operation of the website.
- *Analytical/performance cookies:* these allow us to recognize and count the number of visitors using the website, as well as see how visitors move around the website when using it. This helps us to improve the website for our users.
- *Functionality cookies:* these are used to recognise you when you return to the website.
- *Targeting cookies:* these will record your visit to the site, the pages you have visited, and the links you have followed.

We will publish a list of tracked cookies shortly.

How to manage cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser. You can follow the instructions on your browser's help page or their website to remove the cookies set by our site and other sites. You can also choose to block our site and other sites from setting these cookies in the future.

If you want to opt-out of analytics cookies by Google Analytics, you can do this at <https://tools.google.com/dlpage/gaoptout>.

Please be aware that if you delete cookies or refuse to accept them, you might not be able to use some or all of the features we offer. For example, you may not be able to log in or store your preferences, and some of our pages might not display properly.

CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how

we use it, and under what circumstances, if any, we use and/or disclose it. We will also notify you by email, if you have given us consent to contact you this way.

QUESTIONS AND CONTACT INFORMATION

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information, please contact our IPT UK administrator at contact@iptuk.net