

# GDPR

*bpf* complies with both the law and good practice in all its dealings with any personal data held on individuals. In particular, **the *bpf* respects an individual's fundamental right to privacy and is open and honest with those whose data is held.** We provide appropriate training and support for staff and members who handle personal data and we follow the data protection principles of good information handling which are set out in the General Data Protection Regulation (GDPR) regulation on data protection and privacy.

The *bpf* is registered with the Information Commissioner's Office and the registration number is ZA000986.

## **article 5 of the GDPR requires that personal data shall be:**

- processed lawfully, fairly and in a transparent manner in relation to individuals,
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes,
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed,
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay,
- 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; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals,

- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

## types of personal data held by the *bpf* and our legal basis for collecting this

Personal data includes:

- Name
- Title
- Date of birth
- Email address
- Homes address
- Phone numbers
- Credit/debit card information

For the most part, *bpf* collects this information in order to contact you and to provide our services. Our legal bases for collecting personal data lies in ‘consent’, ‘contract’ and ‘legitimate purposes’, see <https://ico.org.uk/your-data-matters/does-an-organisation-need-my-consent/>

### **personal data of members and trainees**

The *bpf*'s Membership Application Form includes information on the GDPR so that, in signing-up, the prospective member or trainee consents to the organisation holding and processing personal data. Application forms for training includes a similar provision.

### **personal data of employees**

The *bpf*'s Contract of Employment for staff provides that staff give their consent to the organisation holding and processing personal data.

### **personal data of prospective patients and patients**

Consent to the *bpf* holding and processing personal data (including sensitive data) is obtained from prospective patients and patients by means of a declaration on the information forms which they are required to complete.

## sensitive data

**Explicit permission must be obtained from the individual for sensitive information to be collected and processed.** Sensitive data is defined as information on the person's:

- racial or ethnic origin,
- political opinions,
- religious belief,
- culture,
- age,
- membership of a trade union,
- physical or mental health,
- sexual life,
- offences committed or alleged to have been committed.

Consent will normally be obtained via the Membership Application Form (for Members and Trainees) or Contract of Employment or otherwise obtained in writing, for example via information forms for patients and prospective patients, agreements with self-employed contractors and equalities monitoring forms for job applicants.

## data processing

Data processing at *bpf* is only ever carried out for legitimate reasons including:

- to provide our services, including trainee administration and events
- to send out emails and news letters
- use of a contacts database, including our therapist listings webpages
- shredding documents containing personal data
- storing IP addresses and using cookies
- sharing coursework with and between students, markers, examiners and tutors

## subject access requests

People whose personal data is held by the *bpf* are legally entitled to ask to see their personal data at any time. This is called a 'subject access request'. Individuals can make a subject access request verbally or in writing. Legally, we have one month to respond to a request but we aim to respond as quickly as possible. Should you wish to make a request you should contact Bella Hailemariam: [BellaH@bpf-psychotherapy.org.uk](mailto:BellaH@bpf-psychotherapy.org.uk) or [enquiries@bpf-psychotherapy.org.uk](mailto:enquiries@bpf-psychotherapy.org.uk)

When the individual making a subject access request is not immediately known to the *bpf* their identity and the legitimacy of their request will be verified before information is handed over.

Individuals have the right to obtain:

- confirmation that we are processing their personal data,
- a copy of their personal data,
- information on the purposes of our processing,
- the categories of personal data concerned,
- the recipients or categories of recipient we have disclosed the personal data to,
- our retention period for storing the personal data or, where this is not possible, our criteria for determining how long you will store it,
- information about the source of the data, where it was not obtained directly from the individual,
- the existence of automated decision-making (including profiling),
- the safeguards we provide if you transfer personal data to a third country or international organisation.

We must ensure that individuals can understand the information kept in their files, for example by limiting the use of acronyms and overly technical information. This may require translation or careful explanation. Where an outsider is brought in to facilitate this e.g. a translator, the individual will need to give their consent to allow this person access to their data.

## disclosure of information to third parties

Personal information will normally only be disclosed to third parties only for the provision of our services. Otherwise, information may be disclosed to a third party only at the request of the individual, for example, a request from a trainee for a reference.

Where an official request for disclosure of personal information is received this will only be done in compliance with the law. All such disclosures will be documented.

## data security

We have strict data security measures in place as we often deal with sensitive information.

All of our hard drives, e-mail accounts and our central database are password protected. We routinely password protect files and documents related to patients and trainees. As well as this, our staff are trained and experienced in protecting personal data.

## data accuracy

It is the duty of all staff members to ensure that, as far as possible, personal information held by the *bpf* is accurate. These procedures will include but not be limited to:

- where data is recorded and stored,
- data on any individual to be held in as few places as possible and all relevant systems to be updated when information about an individual changes,
- regular checking that information is still accurate, updating, retention periods, discarding and archiving.

If an individual identifies any inaccuracies in the personal data we hold on them, then they can contact us and ask for a revision.

## use of consultants and sub contractors

Consultants and sub contractors will sign a contract confirming that they have a duty of confidentiality in relation to any information obtained in carrying out their work, unless otherwise specified by the *bpf*. This obligation will remain in force whether or not this agreement has been terminated.

## complaints

Should you find us in breach of our commitments to data protection and GDPR you can report us to the ICO: [www.ico.org.uk](http://www.ico.org.uk). This is the UK's independent authority set up to uphold information rights in the public interest