



# Faculty of Homeopathy

## **The Faculty of Homeopathy Data Protection and Privacy Policy**

The protection of your personal data and subsequently of your privacy is of the utmost importance to The Faculty of Homeopathy. This is why we like to inform you how we use and protect your personal data. The Faculty of Homeopathy will strictly adhere to all UK legal requirements in order to guarantee the highest possible level of protection for your privacy. Please read our privacy statement.

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers such as your name, gender, and date of birth
- Photographs taken at Faculty events, which you may appear in
- Contact details such as your home and/or work address, telephone numbers, email address
- Employment details. This includes your profession/job title/position and practice location
- Background information such as your academic and professional qualifications, CV, signed fitness to practise declaration, and any information required to support your application for membership
- Any information provided by or about you regarding complaints or concerns
- Financial information such as banking details to enable us to process your membership subscription, or payment for training, publications, webinars, and other events
- IT information that is required to access Faculty IT such as IP addresses, login information
- We will generally try not to collect any information that may be deemed sensitive personal data. Any data we do collect will only be used to enable us to tailor our service offering to you

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Membership application
- Training
- Examinations
- Attendance at a Faculty of Homeopathy event
- Faculty of Homeopathy – Appraisal and Revalidation Service
- Subscription to Faculty of Homeopathy publications and newsletters
- Media enquiries

However, we also receive personal information indirectly, from the following sources:

- Faculty of Homeopathy accredited training providers globally
- The 4Homeopathy collaboration in the UK

- Homeopathy UK
- Thieme Medical Publishers Inc
- HMRC – Her Majesty’s Revenue and Customs
- Sage – small business solutions
- EFM Ltd – Financial Controllers
- Hotels and conference venues
- White Fuse Membership Management Software

### **Social networks**

We have an online presence within social networks and platforms to communicate with our followers. When you access the respective networks and platforms, the terms of service and data processing of the respective providers apply. We currently have a social media presence on the following platforms:

- Facebook
- Instagram
- LinkedIn
- Twitter
- YouTube
- Vimeo

### **Transfer of personal information abroad**

The Faculty of Homeopathy may need to transfer personal data to countries other than the one in which the information was originally collected. When we export your personal data to a different country we will take all reasonable steps to ensure that such data exports comply with applicable laws at the time.

### **Data retention periods**

All personal data we collect will only be held for as long as we deem necessary and will stored in accordance with the applicable laws at the time.

### **The lawful basis**

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Faculty of Homeopathy Data Protection Officer
- (b) We have a contractual obligation
- (c) We have a legal obligation
- (d) We have a vital interest
- (e) We need it to perform a public task
- (f) We have a legitimate interest

### **Your rights**

Under the Data Protection Act 2018, you have the right to find out what information we store about you.

- You have a right to ask us for copies of your personal information
- You have a right to ask us to rectify any information we hold that you know to be false or inaccurate
- You also have a right to ask us to complete any information your think is incomplete

- You have a right to ask us to delete your data if – we no longer need to store your personal data, you have withdrawn your consent, you object to our use of your data and your interests outweigh ours, we have failed to comply with data protection rules, or we have a legal obligation to delete your data
- You have the right to ask us to restrict how we use your data

### **Updates to the Faculty of Homeopathy data policy**

We will update this policy whenever there is a change of UK legislation or to reflect any necessary changes in our privacy practices.

### **Name and contact details for the person responsible for data processing**

Our Data Protection Officer is the Faculty's Chief Executive. If you have any queries regarding the Faculty's data privacy and data protection policies please contact:

**Name and Role:** Deshini Newman, Chief Executive

**Address:** The Faculty of Homeopathy, The Clubhouse Mayfair, 50 Grosvenor Hill, Mayfair, London, W1K 3QT

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