

BABCP Privacy Policy

Purpose of this policy

BABCP is committed to protecting your personal information and being transparent about the information we hold about you.

Using personal information allows us to develop a better understanding of our members and stakeholders and in turn to provide you with relevant and timely information about the work that we do.

The purpose of this policy is to give you a clear explanation about how we collect and use your personal data.

We use your information in accordance with all applicable laws concerning the protection of personal information.

This policy explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Our use of cookies to improve your use of our website
- Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it

If you have any queries about this policy, please email babcp@babcp.com

Who are we?

The British Association for Behavioural & Cognitive Psychotherapies is a membership organisation for those interested in the advancement of Cognitive Behavioural Therapy (CBT) in the UK and Ireland. Our registered charity number in England and Wales is 1098704 and we are also registered as a company limited by guarantee in England and Wales under registration number 4839948.

Information collection

We collect various types of information and in a number of ways:

Information you give us

When you join BABCP, we will store personal information you give us such as your name, email address, postal address, telephone number and credit/debit card and bank details. Non-members who attend workshops or events organised by our branches and Special Interest Groups will also have their information held for the purpose of managing registration lists for those events.

Information about your interactions with us

When you visit our website, we will collect information about how you interact with our content. When we send you an email we keep a record of which ones you have opened and which links you have clicked on.

Sensitive personal data

Data Protection law recognises that certain categories of personal information are more sensitive such as health information, race, religious beliefs and political opinions.

We will collect information as part of our membership and accreditation applications where members disclose details of previous or ongoing criminal or disciplinary actions. This information is not disclosed to third party data processors. However, in situations where such disclosures are made, we will exercise our right to approach the relevant authorities to seek clarification of such disclosures.

Legal basis

There are three bases under which we may process your data:

Contract purposes

When you join BABCP, you are entering into a contract with us. In order to fulfil this contract we need to process and store your data. (For example, we may need to contact you by post, email or telephone to make you aware of your membership renewal for example or simply to administer your membership).

Legitimate business interests

In certain situations, we collect and process your personal data for purposes that are in our legitimate organisational interests. However, we only do this if there is no overriding prejudice to you by using your personal information in this way.

With your explicit consent

For any situations where the two bases above are not appropriate, we will instead ask for your explicit consent before using your personal information in that specific situation.

Marketing communications

We aim to communicate with you about BABCP in ways that you find relevant, timely and respectful.

To do this we use data that we have stored about you, such as workshops that you have attended as well as any preferences you may have told us about.

We use our legitimate organisational interest as the legal basis for communications by post and email.

You may object to receiving email at any time using the contact details at the end of this policy, or by selecting the 'Unsubscribe' option at the end of any marketing email sent to you.

Other processing activities

In addition to marketing communications, we also process personal information as part of your membership with us in the following ways:

- We will process your data to ensure your BABCP membership remains relevant to you at any given time.
- We may analyse data we hold about you to ensure that the content and timing of communications that we send you are as relevant to you as possible.
- We may analyse data we hold about you in order to identify and prevent fraud.

In order to improve our website, we may analyse information about how you use it and the content and ads that you interact with.

You have the right to object to any of this processing at any time.

If you wish to do this, please use the contact details at the end of this policy.

Please bear in mind that if you object this may affect our ability to carry out tasks above that are for your benefit.

Third parties

There are certain circumstances under which we may disclose your personal information to third parties. These are as follows:

- To our service providers who process data on our behalf and on our instructions (for example the distributors of our membership magazine and journals). In these cases, we require that these third parties comply strictly with our instructions and with data protection laws, (for example around security of personal data).
- Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

Cookies

Cookies are small text files that are automatically placed onto your device by some websites that you visit. They are widely used to allow a website to function, as well as provide website operators with information on how the site is being used.

We use cookies to identify how the website is being used and what improvements we can make. By adjusting the settings of your browser, you can choose to accept or refuse cookies from the websites that you visit.

You can also decide to be informed when a cookie is about to be placed on your computer. Please consult your browser's website for details on how to disable cookies. If you choose to block all cookies, this will have a negative impact upon the usability of many websites, including BABCP's online services.

Your debit and credit card information

If you use your credit or debit card to pay for BABCP membership, accreditation or attend a workshop, we will ensure that this is carried out securely and in accordance with the Payment Card Industry Data Security Standard (PCI-DSS). You can find more information about this at www.pcisecuritystandards.org

Maintaining your personal information

If there are aspects of your record that are inaccurate or that you would like to remove, you can do this by contacting us.

Any objections you make to the processing of your data will be stored against your record on our system so that we can comply with your requests.

Security of your personal information

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible.

We will ensure that any third parties we use for processing your personal information do the same.

Your rights to your personal information

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. Please use the contact details at the end of this policy if you would like to exercise this right.

Contact details and further information

Please get in touch with us if you have any questions about any aspect of this privacy policy, and in particular, if you would like to object to any processing of your personal information that we carry out for our legitimate organisational interests.

For more information on GDPR, visit www.ico.org.uk

BABCP, Imperial House, Hornby Street, Bury, Lancashire, BL9 5BN

babcp@babcp.com