

BAPT Privacy Policy

The British Association of Play Therapists (BAPT) is committed to protecting your privacy and security. This privacy policy explains how and why we use your personal data and is intended to help ensure that you remain informed and in control of your information.

1. About us

The Association of Play Therapists was founded in 1992 by a group of now respected practitioners who introduced and pioneered Play Therapy within Britain. As the first and foremost professional association for Play Therapy in the United Kingdom, 'British' was added to its name in 1996 to avoid confusion with its American counterpart. Formal approval of the title 'British Association of Play Therapists' was authorised by the Secretary of State in 2005 when BAPT became a Company Limited by Guarantee (registered number: 5477406).

In 2006 The British Association of Play Therapists Ltd was granted Charity Status by the Charities Commission (registered charity number 1115673).

On 25 May 2018, a new data protection regime will come into force, through the General Data Protection Regulation (GDPR) and the Data Protection (Charges and Information) Regulations 2018 (the 2018 Regulations).

There are 6 lawful bases for processing and the BAPT (b) Contract to be its lawful bases for processing personal data and will demonstrate compliance in line with Articles 5(2) and 24. As a not-for-profit association the BAPT is entitled to process data "for the purposes of establishing or maintaining membership or support for a body or association not established or conducted for profit, or providing or administering activities for individuals who are members of the body or association or have regular contact with it"

2. Your Personal Data

We collect “personal data”, which is information that identifies a living person, or which can be identified as relating to a living person.

3. Personal data we hold

3.1. Personal data you provide

We collect your data either when you register on the BAPT as a contact, apply for membership for the BAPT, register for an event via our website or contact the BAD via email or telephone. By agreeing to become a member with the BAPT you are entering a legitimate interest basis for data processing. We collect the following:

- Personal details such as name, gender, nationality, date of birth, email, home addresses, telephone numbers
- Financial information such as direct debit details.

3.2. Personal data generated by your involvement with the BAPT

- BAPT membership details such as your membership category, subscription status, subscription history
- Tracked email correspondence with yourself is stored on your contact record on our database

4. How we use your personal data

4.1. General use and administration

We process your personal data to enable us to run our operations and manage our relationship with you effectively, lawfully and appropriately. We may use your information to:

- Process membership subscriptions
- Maintain and update our membership database accurately
- Send you communications which you have requested and that may be of interest to you via our e-newsletter or ad hoc BAPT emails. These may include information about our campaigns or services.
- To send you the BJPT Journal and the BAPT Magazine
- Provide you with letters of Membership confirmation if you request such a letter.

5. Disclosing and sharing your personal data

We do not sell your information to third parties

We do not share your information with third parties for marketing purposes.

5.1. Provide services

We do have third party service providers working on our behalf. For the purposes of completing tasks and providing services to you we may pass on your information to our third-party providers such as our BACS, Newsletter printers and journal providers. When we disclose your information to these providers we ensure that only the necessary information needed to complete the service they are carrying out is disclosed. We have a contract with each third party that means they must keep your information secure.

5.2. Information for general public

All Full Members name and Membership number will be listed on the Register of Qualified Play Therapists and will also have the option to be added to our service 'Find a Play therapist'. This is a service featured on our website which allows members of the public to search for Qualified Play therapists with geographical areas of the UK. To opt in or out of this service, please complete the form on our website or contact the BAPT office to manage your preferences.

6. Data security

6.1. Protection

We employ a variety of physical and technical measures to protect information we hold and to prevent unauthorised access to, or use or disclosure of your personal data.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). we maintain a set of data protection procedures which our staff are required to follow when handling personal data.

6.2. Payment security

All electronic forms that ask you for your financial data will use the Secure Sockets Layer (SSL) protocol to encrypt the data between your browser and our servers.

If you use a payment card to pay for membership or to purchase something from us online, we will pass your payment card details securely to our payment provider. We comply with the payment card industry data security standard (PCI-DSS) published by the PCI Security Standards Council.

7. Storing your personal data

7.1. Where we store data

We are wholly based in the UK and store data within the European Economic Area.

7.2. Retention of your personal data

We will only retain your personal data for as long as it is required for the purposes for which we collected it (e.g. we have a genuine and legitimate reason and we're not harming any of your rights and interests). We continually review what information we hold and will delete personal data which is no longer required.

8. Control of your personal data

8.1. Your rights

We want to ensure you remain in control of your personal data and that you understand your legal rights, which are:

- the right to know whether we hold your personal data and, if we do so, to be sent a copy of the personal data that we hold about you (a "subject access request") within one month;
- the right to have your personal data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate personal data rectified;
- (where technically feasible) the right to be given a copy of personal data that you have provided to us (and which we process automatically on the basis of your consent or the performance of a contract) in a common electronic format for your re-use.

There are some exceptions to the rights above and, although we will always try to respond to any instructions you may give us about our handling of your personal information, there may be situations where we are unable to meet your requirements in full.

8.2. Complaints

Should you have a complaint about how we have used ('processed') your personal data, you can complain to us directly by contacting our Data Protection Officer in the first instance.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at www.ico.org.uk

9. Cookies

Our website uses local storage (such as cookies) in order to provide you with the best possible experience and to allow you to make use of certain functionality (such as being able to shop online). Further information can be found in our Cookies Policy at <http://www.bad.org.uk/cookies>

9.1 Links to other sites

Our websites contain links to other external websites. We are not responsible for the content or functionality of any such websites. Please let us know if a link is not working by contacting info@bapt.uk.com. If a third-party website requests personal data from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by this privacy policy. We suggest you read the privacy notice of any other website before providing any personal information.

10. Changes to this privacy policy

This privacy policy is subject to amendment to ensure it remains up to date and reflects how and why we use your personal data. The latest version will always be visible on our website.

Any questions regarding this privacy policy should be sent to the British Association of Play Therapists Dermatologists Data Protection Officer at info@bapt.uk.com



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