



National Association for Hospital Education – Privacy Notice

We are committed to protecting and respecting your privacy. Please read this privacy policy carefully to understand our views and practise and your rights regarding your personal data.

This policy describes the personal data that NAHE collects from or about you, and how we use that information. By virtue of data protection legislation, NAHE is the controller of this information. The manner in which your personal data is collected, stored and used is referred to as processing. NAHE will process your personal data in a manner that is compatible with data protection legislation.

Data protection legislation requires us to comply with various principles, under which personal data must be:

- fairly and lawfully processed
- processed for specific and lawful purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- kept secure

In the context of this policy, personal data will include details such as:

- name and title
- your contact details
- employment details (title and place of work)

The personal data is used for our purposes which may include:

- determining eligibility for membership
- administering membership benefits
- providing guidance and support
- informing you of NAHE events
- contributing towards surveys
- such other legitimate purposes as reasonably required by NAHE

You have the following rights in relation to the way in which NAHE deals with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to NAHE handling of your personal data
- the right to withdraw your consent with regards to NAHE's handling of your personal data

Where you exercise your right to object or withdraw your consent, we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements

to do so or where we have a legitimate purpose for doing so. In such a case, we will not process more personal data than is required under the circumstances.

We will not send you marketing emails unless you have consented to receiving them. Please email us at admin@nahe.org.uk if you wish to change your preferences.

Except as otherwise permitted or required by law we will retain your personal data only for as long as it is necessary to fulfil the purposes for which it was collected.

Under data protection legislation, you have the right to ask for a copy of the information we hold about you. If you wish to exercise this right please see our Information Access Request Form or email us at admin@nahe.org.uk

This policy may be updated from time to time. Please check back frequently to see any updates or changes to our privacy policy. If you are not satisfied by our actions, you have the right to refer the matter to the Information Commissioner or seek recourse through the courts.

The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)