



## The National Register of Psychotherapists & Counsellors

(Hereinafter referred to as 'The register')

*The rules laid out in this document take effect as from 2022 when they were last updated, and override any other documentation or advice given since The register was first established.*

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This document contains details of:

- APHP/NRPC GDPR & Privacy Statement

*As an Association & a register, The APHP Ltd & NRPC will always be inclusive and cognisant of the diversity and equality of all members. This is to be irrespective of their legally identified, perceived or self-identified gender, marital status, ethnic origin, physical disability, age, nationality, national origin, sexual orientation, religion, or socio-economic background.*

## APHP & NRPC GDPR & Privacy Statement

**For use of our website or membership areas of the website please note the following:**

BY USING OUR WEBSITE AND/OR BY PROVIDING US WITH ANY PERSONAL DATA, YOU GIVE YOUR EXPLICIT CONSENT THAT ALL PERSONAL DATA THAT YOU SUBMIT MAY BE PROCESSED BY US IN THE MANNER AND FOR THE PURPOSES DESCRIBED IN THE FOLLOWING PRIVACY POLICY AND IN COMPLIANCE WITH THE EFFECTIVE LAWS AND REGULATIONS ON PERSONAL DATA.

### **RESPECTING YOUR PRIVACY**

We are committed to protecting and respecting your privacy. This Policy sets out the basis on which any personal data that we collect from you or that you provide to us will be processed on our website. We keep certain basic information when you visit our website and recognise the importance of keeping that information secure and letting you know what we will do with it. You may choose to provide us with information that is considered personal data.

The term “personal data” as used in this Policy refers to information such as your name, e-mail address, mailing address, telephone number, or any other data that can be used to identify you.

You are not required to provide any personal information to browse the public areas of this website.

The term “website” means this website only.

### **DATA SECURITY & CONFIDENTIALITY**

We take the security and confidentiality of your personal data very seriously. We use up-to-date data storage and security techniques to protect your personal information from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction, or accidental loss.

All processors of personal data and any third parties we engage to process your personal information are obligated to respect the confidentiality of your information.

We keep your personal data for only as long as reasonably necessary for the purposes for which it was collected or to comply with any applicable legal reporting or document retention requirements.

We use computer systems with limited access protocols, housed in facilities using physical, electronic, and procedural security measures to protect the confidentiality and security of information transmitted to us.

We keep strict security standards to prevent any unauthorised access.

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## **COOKIES**

Cookies are small pieces of information that are stored on your computer, tablet or mobile phone when you visit a website. We use cookies to make our website and services work better for you and we recommend that you leave cookies switched on.

WE USE THE FOLLOWING DIFFERENT TYPES OF COOKIES:

### **STRICTLY NECESSARY COOKIES:**

These are cookies which are needed for our websites, applications or services to function properly, for example, these cookies allow you to access secure areas of our website or to remember what you have put into your shopping basket if applicable.

### **FUNCTIONALITY COOKIES:**

These cookies allow our websites, applications and services to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

### **IP ADDRESS AND TRAFFIC DATA**

We keep a record of traffic data which is logged automatically by our servers, such as your Internet Protocol (IP) address, device information, the website that you visited before ours and the website you visit after leaving our site. We also collect some site, application and service statistics such as access rates, page hits and page views. We are not able to identify any individual from traffic data or site statistics.

### **HOW TO DISABLE COOKIES**

You may be able to configure your browser or our website, application or service to restrict cookies or block all cookies if you wish, however if you disable cookies you may find this affects your ability to use certain parts of our website, applications or services. For more information about cookies and instructions on how to adjust your browser settings to accept, delete or reject cookies, see the Internet Advertising Bureau, website [www.youronlinechoices.co.uk](http://www.youronlinechoices.co.uk)

### **MINORS**

If you are a minor in the country in which you are accessing our website, you may submit your personal data on this website only with the involvement of your parent(s) or guardian. If you are a parent(s) or guardian and you provide consent for a minor to submit personal data on this website, you agree to this Policy in respect to the minor's use.

## **THIRD PARTY VENDORS**

At times this website will contain links to the website of a third-party vendor we have retained to perform services on our behalf. You will know that you are on a third-party vendor's website because it will have a different appearance and the address bar on your browser will change. At the time we select third-party vendors, and periodically thereafter, we inspect their privacy and data protection policies to ensure that they meet the same standards we use for our own policies. If you have questions about a third-party vendor's policies, please see the privacy policy listed on their website.

## **NOTIFICATION OF CHANGES**

We are continually improving and adding new functionality and features to this website and improving and adding to our existing services. Because of these ongoing changes, as well as changes in the law and the nature of technology, our data practices will change from time to time. When it proves necessary to change our Policy, we will post any changes on this page so that you are always aware of what information we collect and how we use it.

## **ACTIVE SCRIPTING AND JAVA SCRIPT**

Scripting is used to improve the functionality of our website. Scripting technology allows the site to return information more quickly to you. Scripting is never used by the site to install software on your computer or to collect unauthorised information from you.

Active Scripting or JavaScript must be enabled in the browser for some portions of the site to work correctly. Most browsers allow this feature to be enabled or to be disabled for specific sites. Consult the browser Help documentation to learn how to enable scripting for selected sites.

## **YOUR DATA PROTECTION RIGHTS**

Under data protection law, you have rights including:

### **YOUR RIGHT OF ACCESS**

You have the right to ask us for copies of your personal information.

### **YOUR RIGHT TO RECTIFICATION**

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

### **YOUR RIGHT TO ERASURE**

You have the right to ask us to erase your personal information in certain circumstances.

### **YOUR RIGHT TO RESTRICTION OF PROCESSING**

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

### **YOUR RIGHT TO OBJECT TO PROCESSING**

You have the the right to object to the processing of your personal information in certain circumstances.

### **YOUR RIGHT TO DATA PORTABILITY**

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@aphp.co.uk](mailto:admin@aphp.co.uk) if you wish to make a request.

If you have any concerns about our use of your personal information, you can make a complaint to us at [chair@aphp.co.uk](mailto:chair@aphp.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

ICO website: <https://www.ico.org.uk>