



Introduction

NATIONAL MENTAL HEALTH NURSE DIRECTORS FORUM (“Forum”) promises to respect any personal data you share with us and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn’t reasonably expect.

We record, process and keep personal information about you in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): ‘the rights of the data subjects’.

It is a requirement of our registration with the Information Commissioners Office (ICO) to provide you with information about the details we keep about you.

Records we hold about you

- Your work and possibly personal email address
- Your professional title
- Your work address and if individual or membership, home address

This requirement applies to information we collect in relation to:

- Online data processing
- Paper data processing

Our marketing communications include information about our latest events and national policy agendas most relevant to roles.

Where we collect information about you

We collect information in the following ways:

- When you give it to us DIRECTLY

You may give us your information in order to sign up for one of our events, share information, or communicate with us. We are responsible for your data at all times.

- When you give permission to YOUR ORGANISATIONS to share your information
- When we collect it as you use our WEBSITES OR APPS

Like most websites, we use “cookies” to help us make our site – and the way you use it – better. Cookies mean that a website will remember you. They’re small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields.

In addition, the type of device you’re using to access our website or apps and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have, what operating system you’re using, what your device settings are, and why a crash has happened. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

What personal data we collect and how we use it

The type and quantity of information we collect and how we use it depends on why you are providing it.

Membership

If you are a member or attend an event we will usually collect:

- Your name
- Your contact details, work address, email address

We will mainly use your data to:

- Provide you with the services, products or information you asked for
- Administer your membership
- Keep a record of your relationship with us
- Ensure we know how you prefer to be contacted
- Understand how we can improve our services or information.

We may also use your personal information to detect and reduce fraud and credit risk.

Direct Marketing

We do not sell or share personal details to third parties for the purposes of marketing. But, if we run an event in partnership with another named organisation your details may need to be shared. We will be very clear what will happen to your data when you register.

How we keep your data safe and who has access

We ensure that there are appropriate technical controls in place to protect your personal details.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff and council members.

We do not use external companies to collect or process personal data on our behalf.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

Online data processing

We use the following systems for processing and storing data online;

Drop Box
LinkedIn

Access to our systems is restricted to key staff members and relevant committee members only. Each system is password protected, passwords are changed on a regular basis.



Drop Box – We use Drop Box as our electronic document repository, access is limited to key staff members and relevant committee members only. Data relating to you is deleted when no longer relevant or in accordance to the data retention policies which we are legally obliged to comply with.

Email including e-newsletters, event updates and e-invoices – We keep a copy of your email address for the duration of your membership with the Forum. Your email address is deleted when your membership expires.

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How long do we keep your data

We will only keep data for as long as necessary for us to comply with our legal responsibilities. Once data is no longer relevant both paper and electronic forms will be deleted.

Online deletion – electronic data held in our document repositories or on our computers / mobile devices are deleted when no longer required.

Paper deletion - files held in paper format will be shredded when no longer required.

Keeping your information up to date

We really appreciate it if you let us know if your contact details change.

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for (e.g. processing your donation or registering you for an event) we will do so. Contact us at forum.admin@mhforum.org.uk if you have any concerns.

Your right to know what we hold about you, make changes or ask us to stop using your data

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you have any questions please send these to forum.admin@mhforum.org.uk and for further information see the [Information Commissioner's guidance here\(link is external\)](#).

Changes to this policy

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on the Website or by contacting you directly.