

**Privacy Policy**

**Contents**

1. Introduction And General Terms
2. What Information Will FPS Collect About Me?
3. How Does FPS Collect Data?
4. How Will FPS Use Any Information It Collects About Me?
5. How Long Will FPS Keep My Personal Information?
6. Your Data Rights
7. Changes To This Privacy Notice
8. Cookie Policy

1. **Introduction And General Terms**

The Forensic Psychotherapy Society (FPS) is committed to protecting the privacy of our members, event participants and trainees. This policy relates to our use of any personal information you provide to us, or that we collect from you.

In order to provide you with the full range of services, we sometimes need to collect information about you. This Privacy Notice explains the following:

* what information we may collect about you
* how we will use information we collect about you
* when we may use your details to contact you
* whether we will disclose your details to anyone else
* how long we will retain your details
* your choices regarding the personal information you provide to us

FPS is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including UK GDPR, the enacted Data Protection Bill 2017-2019, and any other applicable data protection laws and regulations as amended or updated from time to time (these laws are referred to collectively in this Privacy Policy as the “data protection laws”). FPS is registered with the Information Commissioner’s Office (ICO), registration number **C1448840**

In addition to using your data lawfully, we use appropriate technical and organisational measures to ensure that your data is held securely. The FPS website may contain hyperlinks to websites owned and operated by third parties which will have their own privacy policies and whose practices are outside of our control. You should check the privacy practices of any third-party website before disclosing any personal information. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

1. **What Information Will FPS Collect About Me?**

We (or our online service providers) may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

* **Identity Data** includes first name, last name, preferred pronoun, date of birth, gender, username or similar identifier, title.
* **Contact Data** includes billing address, delivery address, email address and telephone numbers, as well as details of any additional persons for whom copy correspondence is required.
* **Correspondence Data** includes details of your correspondence with us (including online or over the telephone).
* **Financial Data** includes bank account, payment card details.
* **Transaction Data** includes details about payments from you and other details of products and services you have purchased from us.
* **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
* **Usage Data** includes information about how you use our website, products and services (including the data obtained from cookies, web logs and other similar technologies that monitor the use of the Site).
* **Marketing and Communications Preferences Data** includes your preferences in receiving marketing from us and your communication preferences.
1. **How Does FPS Collect Data?**

We may collect information from you whenever you contact us or have any involvement with us, for example when you:

* Visit the website
* Enquire about our activities or services
* Sign up to receive news about our activities
* Post content onto our social media sites
* Apply for or enquire about a training course
* Take part in our events or purchase an online course
* Contact us in any way including online, email, phone, SMS, social media or post
1. **How Will FPS Use Any Information It Collects About Me?**

FPS uses personal information for several purposes including the following:

* To complete an event booking and to provide you with information about that event
* To process and respond to an enquiry submitted by you
* To process an application form or subscription
* To send you information about relevant events or training courses that you may have shown an interest in or previously attended
* To maintain academic or training records for courses you have enrolled on
1. **How Long Will FPS Keep My Personal Information?**

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with FPS. We might also retain anonymised data after any identifiable data has been removed, for analytical purposes.

1. **Your Data Rights**

Under data protection law, we need to inform you of your personal data rights. This includes your right to:

* be informed
* access
* rectification
* erasure
* restriction of processing
* object to processing
* data portability
* raise a concern

You can find out more about these rights here: [https://ico.org.uk/your-data-matters/](https://ico.org.uk/your-data-matters/%20)

1. **Changes To This Privacy Notice**

We may make changes to our Privacy Notice from time to time. Please check back periodically. We advise you to check for updates each time you provide us with your personal data.

1. **Cookie Policy**

You can view our cookie policy here:

<http://www.forensicpsychotherapysociety.org.uk/cookies>