



IAHD PRIVACY POLICY

1. INTRODUCTION

The International Association of Health Dowzers (hereinafter "IAHD" "we", "us", or "our") is committed to protecting and respecting the personal data that we hold. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for the purposes described in this privacy statement or as made clear before collecting personal data.

Personal data is any information relating to an identified or identifiable living person. When collecting and using personal data, our policy is to be transparent about why and how we process personal data.

We process personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose are set out in the relevant sections below.

The personal data that is provided to us is either provided directly from the individual concerned or from third parties.

Where we receive personal data that relates to an individual from a third party, we request that this third party inform the individual of the necessary information regarding the use of their data. Where necessary, reference may be made to this fair processing statement.

2. SECURITY

We take the security of all the data we hold seriously.

All information you provide to us is stored securely and password protected where applicable.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

3. DATA THAT WE HOLD

Where data is collected, it is used for a number of purposes, as follows;

- **Providing services to you.** Data is processed in accordance with the purpose which we have collected it and may sometimes be further clarified in written documentation supplied before any data processing may occur. We provide a range of services and this includes but is not limited to: training courses – providing training courses for individuals to take part in.
- **Administration.** In order to manage and administer our business, we may collect and process personal data. This may include (but is not limited to) maintaining internal business records, managing client /member relationships, hosting and facilitating events, and maintaining internal operating processes.
- **Regulatory.** In order for IAHD to do what it does, we may from time-to-time be required to collect and process personal data in order to fulfil regulatory, legal or ethical requirements. This may include (but is not limited to) the verification of identity of individuals.

What data is processed?

The data that is processed is dependent on the service that is being provided and on the recipient of this service.

- Services to individuals. Personal data may include name, contact details, ID documents to identify who you are (passport / driving licence), qualification and certificates, membership data, photographs, videos and any other specifically relevant data.

How long do we hold data for?

We retain the personal data processed by us for as long as is considered necessary for the purpose(s) for which it was collected; there may also be occasions which will require data to be kept for longer, however this will typically be for legal purposes.

In addition, personal data may be securely archived with restricted access and other appropriate safeguards where there is a need to continue to retain it. We will periodically review this data, to ensure that it is still relevant and necessary.



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4. SHARING PERSONAL DATA

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place to protect the data and to comply with our data protection, confidentiality, and security standards.

Personal data held by us may be transferred to:

- Third party organisations that provide applications/functionality, data processing or IT services to us.
- Should we use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud-based software as a service provider, identity management, website hosting and management, data analysis, data back-up, security, and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres, and personal data may be stored in any one of them.
- Law enforcement or regulatory agencies or those required by law or regulations.

Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

5. INDIVIDUAL'S RIGHTS

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights as follows:

- Individuals may request access to their personal data held by us as a data controller.
- Individuals may request us to rectify personal data submitted to us.
- Individuals may request that we erase their personal data
- Where we process personal data based on consent, individuals may withdraw their consent at any time by contacting us.
- Individuals may have other rights to restrict or object to our processing of personal data and the right to data portability.
- Individuals may request information about, or human intervention into, any automated data processing that we may undertake.

If you wish to exercise any of these rights, please send an email to: healthdowers@fastmail.fm

6. COMPLAINTS

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to: healthdowers@fastmail.fm We will investigate and respond to any complaints we receive.

You also have the right to lodge a complaint with the UK data protection regulator, the Information Commissioner's Office ("ICO"). For further information on your rights and how to complain to the ICO, please refer to the ICO website: <https://ico.org.uk/concerns>.

7. DATA CONTROLLER AND CONTACT INFORMATION

For the purposes of GDPR, the IAHD is the 'data controller'.

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Data Protection Representative

International Association of Health Dowers, 52 Helen Avenue, Feltham, Middlesex TW14 9LB

CHANGES TO OUR PRIVACY POLICY

This privacy statement was last updated in May 2018.