

# HertsCam Network Privacy Policy



HertsCam continues to take the protection of members' personal data very seriously. It is a fundamental part of our practice.

This policy statement sets out how we meet the requirements of the General Data Protection Regulation (GDPR).

## Introduction

The personal information we<sup>1</sup> collect and enables us to fulfil our obligations to you in relation to the work we do together. This includes the MEd, TLDW and Networking programmes. You have the right to request that the information we hold about you is amended or deleted at whatever point your participation in HertsCam programmes comes to an end.

By 'personal data' or 'personal information' in this policy, we mean any information which could be used to identify you, either directly or indirectly, for example in combination with other information we may hold about you.

This policy covers our use of your personal data which we collect about you during any interactions you may have with us. It covers any data we collect through the website, one-to-one interactions and email.

Under the regulations, you are entitled to request a copy of all the personal data that we hold about you.

We undertake never to sell, distribute or lease your information to third parties. The remainder of this policy statement covers:

- What information we collect and hold
- How we use your personal data
- Who we share your personal data with
- How long we keep your data
- How you can access the information we hold about you, and other rights you have
- How we store your personal information
- Third party websites linked to the HertsCam website

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<sup>1</sup> "We" refers to HertsCam as an organisation and includes anyone working in an official capacity in connection with HertsCam programmes.

## **What information do we collect and hold?**

- Your contact details
- Individual members of the MEd Teaching and the TLDW Tutor teams may keep records of one-to-one supervisions / tutorials. This information is never shared or aggregated.
- Notes / minutes of meetings
- Notes on observations of TLDW and MEd sessions as part of our quality assurance process
- Records of communications between participants in our programmes and members of the MEd Teaching and the TLDW Tutor teams and/or members of the HerstCam Managing Group.

## **How do we use your personal data?**

We use your data to enable us to:

- respond to the inquiries you make
- to fulfil our obligations in relation to the programme you are registered on
- to improve and enhance the work we do with and for you

If you agree for us to keep in touch, we will also send you occasional emails to update you about events and initiatives that may be of interest to you.

## **Who do we share your personal data with?**

We do not sell, distribute or lease your data to third parties.

### ***Website statistics***

When using our website some data is collected to aggregate statistics on the use of the site which may be used to improve the website experience and on-line services. Please see our 'How we use cookies' section for more information on this.

### ***Legal requirements***

We may share your personal data with certain regulatory bodies, government and enforcement agencies if we are requested to do so or need to.

## **How long do we keep your data?**

We keep your personal data until 12 months following the end of your period of registration on our programmes. If you agree for us to stay in touch, we will keep your contact details until you ask us not to.

## **How can you access the information we hold about you, and what other rights do I have?**

You can request a copy of your personal data that HertsCam holds and you can ask for your data to be amended if it is incorrect. You can also ask for it to be erased at any time and you can ask not to be contacted anymore.

Your request will be acted on promptly and where you have asked not to be contacted, we will action that immediately.

## **How we store your personal information**

Your personal information is stored either electronically in password protected systems that no unauthorised person can access or is stored securely as paper records where no unauthorised person can gain access. Where ever possible, records are maintained electronically.

Data is protected from unauthorised access and we are confident that no-one will be able to access your personal information unlawfully.

We cannot guarantee the security of your personal data on transmission via the internet, but we will do our very best to protect your personal data

Please also note that email is never 100% secure way of communicating. By using it, you agree that when you send any information by email you do so at your own risk.

## **Third party websites linked to the HertsCam website**

Where links to third party websites and social media sites are provided on the HertsCam website, we have no control over how those third parties collect and use your personal data.

Those third party sites may have their own privacy policies. You should always read the privacy policy of each site you visit carefully.

Revised on 21<sup>st</sup> May 2018