

Body Stress Release Association (UK) Data Protection Policy Addendum for Practitioners

The Policy

This is an additional statement of the data protection policy adopted by the Body Stress Release Association (UK) (BSRA(UK)) for processing of practitioner's details. To perform its function, the Body Stress Release Association (UK) needs to collect and use certain types of information about its members and those applying for membership of the Association (such as newly qualified practitioners).

Use of Your Personal Data

We will use personal information provided by you for the purpose of membership, or gathered by BSRA(UK), for the following purposes:

- To confirm your eligibility for membership of the BSRA(UK)
- To enable the general public to search our website for registered practitioner's details
- To administer, update and maintain the BSRA(UK)'s register of practitioners including non-practising and retired members
- To process and respond to requests, enquiries and complaints received from you
- To process and respond to requests, enquiries and complaints received about your fitness to practise
- To provide services requested by you
- To communicate with you about BSRA(UK) initiatives, news and events
- For audit purposes
- To prevent or detect fraud
- To enable third parties to carry out any of the above on our behalf

We will hold your personal information on our systems for as long as is necessary for the purposes set out above.

The Published Details

BSRA(UK) will make part of your register entry available to any enquirer as part of your website entry.

The public can inspect the following information on the online register:

- Your full name
- Your practice address and contact telephone number
- Your BSR email address and your website address (if you have one)
- Your registration number

Your home address, personal contact details, date of birth and other data are not available to the public unless you give us specific consent to share this information if requested. We will never share this without your permission.

Consent to collect personal information

In compliance with the Data Protection Act 1998, when a new applicant applies to become a member of the BSRA(UK) he or she will be asked to formally consent to allow the BSRA(UK) to collect and process their personal information.

The BSRA(UK) must process personal information of registrants and new applicants to perform its function. If an individual is not content to allow the BSRA(UK) to process personal information, that individual will not be eligible for membership of the BSRA(UK).

Security and Storage of Your Personal Data

BSRA(UK) will take appropriate technical and organisational measures to limit the opportunity for unauthorised or unlawful processing of personal data and to guard against accidental loss, destruction of, or damage to personal data. Appropriate contractual obligations shall be incorporated into contracts that BSRA(UK) enters into with third parties. [e.g. BCMA]

BSRA(UK) shall ensure that any members undertaking data processing on behalf of the Association are aware of their responsibilities in relation to the processing of personal data as it applies to their area of work.

Access to your personal information

You have a right to request a copy of the personal information that BSRA(UK) holds about you and to have any inaccuracies corrected. We will ask for proof of identity before we disclose any personal information and we may charge a £10 administration fee. Copies of available information will be supplied to your registered address.

Requests should be made, in writing, to the BSRA(UK), 9 Shrublands Drive, Lightwater, GU18 5QS.

Please note: some information (such as references) is confidential and will not be supplied.

Amendment of Personal Data Held

If you believe that the personal information we hold on you is incorrect, you should submit corrections via email to bsrauk.chair@gmail.com.

Breach of Obligations

Any concerns regarding a breach of the data protection obligations imposed upon the BSRA(UK) should be addressed to the Secretary in the first instance. If an applicant or registrant wishes to lodge a formal complaint about a possible breach, they should write to the Chair of the BSRA(UK).