



PRIVACY NOTICE

This notice is to explain why ACT London collects your personal data, and what it does with it, and to ensure it is working in accordance with the revised Data Protection Act 2018; terms from the act are indicated in bold below.

When you supply your personal details to ACT London in verbal communication or by email, this information is stored and processed for three reasons in line with the Data Protection Act requirements:

1. ACT London asks for and collects personal information about your Acupuncture training and CPD as well as your professional association in order to assess whether you are fulfilling the requirements of ACT membership according to the ACT protocol. This is a professionally legitimate interest.
2. ACT London keeps records of your contact information because this allows you to be contacted by potential clients (via the ACT London website) and by other ACT London members to keep you informed about meetings and to enable professional interactions. This constitutes a **legitimate and professional interest**, which is your legitimate and professional interest.
3. ACT London retains your records for 3 years after you have stopped being a member (to enable easier re-joining should you wish to), but you may request that your data is erased earlier.

Your records are stored on paper, in individual paper files, and in a secure cabinet in the home of the ACT membership secretary or they may be stored electronically on the home computer of the membership secretary and website manager which are password protected.

Your emails are stored within the members secretary and website manager email accounts which are password protected.

The membership secretary and the website manager are the only persons who have access to your records and emails and will never share your information with anyone who does not have a legal right of access without your written consent.

You have the right to see what personal data of yours ACT London holds, and you can also ask for correction of any factual errors. ACT London is legally required to respond to any request from an ACT member to see their personal data within a timescale of 30 days.

If you feel that your personal data is mishandled in some way, you have the right to complain. Please first raise your concern with the ACT London membership secretary, as it is hoped very much that any concerns you might have can be dealt with swiftly and properly. However, you can also raise a concern directly with the Information Commissioner's Office on <https://ico.org.uk/concerns/>

ACT steering committee, London, May 2018