

# EART General Data Protection Register & Privacy Notice

## Purpose of this privacy notice

This privacy notice aims to give you information on how European Association for Reality Therapy collects and processes your personal data, including any data you may provide through our website when you fill in any website forms, and/or contact us via the website.

It is important that you read this privacy notice together with any other privacy notice on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

## Controller

European Association for Reality Therapy is the controller and responsible for your personal data collectively referred to as EART we, us or our in this privacy notice.

We have a data privacy officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

## Contact Details

Full name of legal entity: European Association for Reality Therapy

Name or title of DPO: EART General Secretary

Email address: See [contact us](#) page

You have the right to make a complaint at any time to the European Data Protection Supervisor (EDPS), (<https://edps.europa.eu>). We would, however, appreciate the chance to deal with your concerns before you approach the EDPS so please contact us in the first instance.

## Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## Third-party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. (usually using 'Cookies') We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## Data collected and held by us

Personal data, or personal information, means any information about an individual from which that person can be identified

We may collect, use, store and transfer different kinds of personal data about you for the sole purposes of your membership, and/or to email you periodic news and information relevant to your subscriptions or general topics of interest. We have grouped this data together as follows:

**Identity Data:** which includes title, first name, last name, and any feedback from or survey responses you may complete and records of emails sent direct from the website.

**Contact Data:** email address

**Communications Data:** includes your preferences in receiving information from us through email and newsletters.

**Non Members E-New Subscription:** Name and Email address

We do not collect any Special Categories of Personal Data about you (for example details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, or information about your health).

**Accredited Psychotherapist Practitioner Listing:** All data listed on our website holds your full name and country only.

Your registration and application data for RTP accreditation as well as application for ECP award is held by the EART Registrar and is lock in a secure area. This information is confidential and not available to anyone not approved or concerned in your training progress.

### **If you fail to provide personal data**

If you fail to advise us of a change in your email address we will not be able to contact you with news or information relative to Choice Theory & Reality Therapy business. This will result in your details being removed from the website.

### **How We Collect Data**

We add your data to the Psychotherapist Practitioner listing directly from the EART Registrar's Database.

**Automated technologies or interactions.** We do not collect data on you by using cookies but when you subscribe to our news page in order to receive email from us, or send email to us direct from the website, your name and email address will be registered with our database.

### **How we use your data**

We will only use your personal data in the following circumstances:

For the purposes of advertising to you scheduled seminars or workshops for continuing professional development.

Where we need to comply with a legal or regulatory obligation.

### **Purposes for which we will use your personal data**

We have set out below, are all the ways we plan to use your personal data, Maintaining your membership account.

- Promotional offers from us

- We may use your Identity, and Contact data, to email you articles of interest from the website, or relating to seminars. In each case, you may opt out of receiving these emails at any time.

We will not share your data or contact details with anyone within the EART organisation without your direct consent.

### **Third-party marketing**

We will not share your data with any organisation or marketing company without your express written permission.

### **Opting out**

You can ask us to stop sending you email messages at any time by contacting us or by clicking on the opt out links at the foot of each email.

Where you opt out of receiving these messages, your details will be removed from the server

### **Cookies**

Our website does not use cookies

### **Change of purpose**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. In which case we would advise you first.

### **Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. The website is on a secure server, and all personal data (other than that given by you for public view), is encrypted. In addition, we limit access to your personal data to those, Committee members, or EART agents who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

### **Data Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for.

We will purge/delete your personal data from our database when emails are returned as 'not known' or when you contact us and ask us to remove information

### **No fee usually required**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive.

**What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

**Time limit to respond**

We try to respond to all legitimate requests within 2 weeks.