

## Data Protection Policy

### Purpose of this policy

This policy is a statement of The International Halliwick Associations (IHA) commitment to protect the rights and privacy of individuals in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679.

This is a regulation in European Union (EU) law on data protection and privacy for all individuals within the European Union which also addresses the export of personal data outside the EU. The GDPR aims primarily to give control to citizens and residents over their personal data.

### This policy includes the following

1. What personal data we collect
  - a. Website: We collect the names, countries, contact details and languages spoken of IHA lecturers to be made available on the website for the public to obtain.  
Photos of participants and lecturers are used with explicit permission only.
  - b. We collect the following details of IHA Lecturers/Trainee Lecturers and anyone who has completed a form 'Interest in becoming a Trainee Lecturer:- names, country, contact details, language, date of birth and gender.
  - c. Members details; Name, age, gender, contact details, language.
  
2. What do we use it for, why and for how long?

We shall use and disclose personal data only in circumstances that are necessary for the purposes for which we collected the data. For instance, data of members is being kept for membership purposes for ours and members legitimate interests. Data of people and organisations who cease to be lecturers or members will be deleted unless there is a legitimate reason to keep it. In this case we reserve the right to do so for 6 years after membership or lecturer/trainee lecturer status ends.

3. How we keep your data secure?

We shall take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of personal data and against its accidental loss or destruction.

This will be done in the following ways:

- a. Website: The website is protected from spam and hackers through
- b. IHA lecturers and trainee lecturer's and members details are stored in a password protected computer by a member of the Education and Research committee.

#### 4. Sharing data

Data collected will not be distributed or disclosed to third parties.

#### 5. Your data protection rights including access and requests to delete data

You have the right to:

- a) Request information about whether we hold personal information about you, and, if so, what that information is and why we are holding/using it.
- b) Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- c) Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- d) Request erasure of your personal information. This enables you to ask us to delete or remove personal information.
- e) Withdraw consent. You have the right to withdraw your consent for allowing your data to be help by us at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to.

If you want to exercise any of these rights, please contact [info@halliwick.org](mailto:info@halliwick.org) with the subject title "data".

#### 6. Changes and updates to privacy policy

This Data Protection Policy will be reviewed regularly in light of any legislative or other relevant developments.

**Responsibility:** Overall responsibility for ensuring compliance with the GDPR rests with The IHA.

**Procedures and Guidelines:** The IHA is firmly committed to ensuring personal privacy and compliance with the GDPR, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Under European data protection law, the controller of your information is The International Halliwick Association.

If you have any questions or complaints about this Privacy Policy or how we use your information, please contact [info@halliwick.org](mailto:info@halliwick.org) subject matter "privacy policy".

Thank you.

The International Halliwick Association.