

PRIVACY NOTICE OF ASSOCIATION OF ANTHROPOSOPHIC THERAPEUTIC ARTS

Association of Anthroposophic Therapeutic Arts (AATA) is committed to safeguarding your privacy.

- We aim to respect any personal data you share with us, or that we receive from other organisations, and keep it safe at all times.
- This Privacy Notice ("Notice") sets out our data collection and processing practices and your options regarding the ways in which your personal information is used.
- This Notice contains important information about your personal rights to privacy.
- The provision of your personal data to us is voluntary. However, without providing us with your personal data, you will be unable to make use of and maintain your membership of certain organisations (see [AATA Constitution](#)) and will not receive appropriate communications regarding events that are of relevance to those working within Anthroposophic Health, Social Care and Education.


SUMMARY OF THE PRIVACY NOTICE:

1. **Knowing Your rights** - details of your rights in a data-driven world of UK GDPR, see page 3.
2. **Overview of the data flows**, see page 4.
3. **We collect information about you**: this section outlines the type of information that we collect, how we gather it from you and what we use it for, It also deals with the process of your consent, see page 5.
4. **What information do we collect** - details the kinds of personal data we collect and hold, see page 5.
5. **How and why will we use your data** - details how we use your personal data and for what purposes, see page 6.
6. **Third parties** - details of who they are and what they do, see page 7.
7. **Security of and access to your data** - our commitment to data security, access within the organisation and retention period, see page 8.
8. **Notice amendments** - will be notified via email or on the website itself, see page 9.
9. **Data Controller, Data Processors, and data breach** - details of what procedure to take if a data breach incident has occurred among the data controllers and data processors, see page 9.
10. **Contact us** - see page 10.

1. KNOWING YOUR RIGHTS



Here are your rights regarding your data. Please note that some of these rights, listed below, only apply in limited circumstances and may never apply to the data AATA holds. To learn more, see [ICO Your Data Matters](#).

- 1) **Right to be informed** – you have the right to be told how your personal information will be used. This Policy and other policies and statements used on our website and in our communications are intended to provide you with a clear and transparent description of how your personal information may be used.
- 2) **Right of access** – you can write to us to ask for confirmation of what information we hold on you and to request a copy of that information. Provided we are satisfied that you are entitled to see the information requested and we have successfully confirmed your identity, we have 30 days to comply.
- 3) **Right of erasure** – you can ask us for your personal information to be deleted from our records. In many cases, we would propose to suppress further communications with you, rather than delete it.
- 4) **Right of rectification** – if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated.
- 5) **Right to restrict processing** – you have the right to ask for the processing of your personal data to be restricted if there is disagreement about its accuracy or legitimate usage. You can contact us (see Section 10). Opting out of receiving communications will not remove you from the database or prevent your details from being viewed by administrators.
- 6) **Right to data portability** – to the extent required by the Data Protection Act 2018 ("UK GDPR") where we are processing your personal information (i) under your consent, (ii) because such processing is necessary for the performance of a contract to which you are a party or to take steps at your request prior to entering into contact or (iii) by automated means, you may ask us to provide it to you – or another service provider – in a machine-readable format.
- 7) **Right to object to the processing** of your personal data at any time. This effectively allows individuals to stop or prevent you from processing their personal data. An objection may be in relation to all of the personal data you hold about an individual or only to certain information. It may also only relate to a particular purpose you are processing the data for.
- 8) **Right in relation to automated decision making and profiling** (this is NOT used by AATA).

- 9) **Right to access information from a public body** - make a request for information from a public body. (AATA is NOT a public body)
- 10) **Right to raise a concern** - tell an organisation if you're concerned about how they are using your data. You are also further entitled to report, enquire, and raise complaints about organisations or the way they have processed your data to the Information Commissioner's Office ("ICO"): Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1113 and contact form .

To exercise these rights, please send a description of the personal information in question using the contact details in section 10 below. You can unsubscribe from our email lists and withdraw consent for the processing of your data at any time. Where we consider the information with which you have provided us does not enable us to identify the personal information in question, we reserve the right to ask for (i) personal identification and/or (ii) further information.

2. OVERVIEW OF THE DATA FLOWS:

- 1) via AATA communication channels as written communications with the public and/or AATA members:
 - a) via E: info@aata-uk.org which is accessed via Google Workplace.
 - b) via third parties such as Wix and/or Anthroposophic Medicine UK, see Section 6.
 - c) via post. In this case, data will be kept safely. See Staff Code of Conduct .
- 2) via AATA website: Users of the AATA website are able to make their decision of the cookies applied in the Cookie Banner.
 - a) Cookies explained:
Essential Cookies to enable core functionality such as security, verification of identity and network management. These cookies can't be disabled. Functional Cookies are to remember choices users make to improve and give a more personalised experience. AATA may also apply the following types of cookies: Marketing Cookies to track advertising effectiveness to provide more relevant service for the website users and deliver better ads to suit your interests and Analytics Cookies to understand how visitors interact with our website, discover errors and provide better overall analytics. There is information on how to turn off cookies .
 - b) AATA uses third parties to offer additional services to the public and/or members: Paypal for enabling the Online Shop of the website.

Anthroposophic Medicine UK for being able to send letters to AATA members and enabling public directory listing etc. There is a separate consent required when membership with Anthroposophic Medicine UK validated at the individual level.

The Association of Anthroposophic Therapeutic Arts website "The Website" is located at <https://www.aata-uk.org/> and may also be accessible at other URLs. Contact details as in Section 10.

3. WE COLLECT INFORMATION ABOUT YOU:

1) When you give information to us directly

You may give us your personal data in order to receive emails, become a member of the organisations, sign up to attend a course or communicate with other members.

When you visit our website: we use cookies to identify you and to enable us to personalise your online experience. You may turn off the non-essential cookies via the cookie band located at the bottom of our website. By using AATA's website you consent to the use of cookies in accordance with AATA's privacy notice. (See section 2.2)

2) When you give information to us indirectly

Your information may be publicly available or shared with us by others including users, event organisers, and organisations that use the website to manage your membership and events. We may combine information you provide to us with information available from external publicly available sources, for example, to verify your eligibility for professional membership by checking your details on a professional register.

4. WHAT INFORMATION DO WE COLLECT?

We may collect, store and use the following kinds of personal data and if so:

- 1) We will typically hold your name and contact details, including email address, telephone number, home address and organisational affiliation. However, we may request other information where it is appropriate and relevant, for example
 - a) Details of your profession and workplace
 - b) We do not store any bank details or debit/credit card details

- c) Details of topics/areas of interest to you
 - d) Events which you have attended
 - e) Groups within the website of which you are a member
 - f) Your work address and contact details for listing in the directory
 - g) Responses to surveys you have completed
- 2) information about your computer and about your visits to and use of this website including your IP address, geographical location, browser type, referral source, length of visit and number of page views;
 - 3) information about the services you use, services and products of interest to you or any marketing and/or communication preferences you give; and/or
 - 4) any other information shared with us as per clause 1)

Do we process sensitive personal information?

UK law recognises certain categories of personal information as sensitive and therefore requiring more protection, including health information, ethnicity and political opinions. We will not collect sensitive personal data about you.

We do not knowingly process data of any person under the age of 16. If we come to discover, or have reason to believe, that you are 15 and under and we are holding your personal information, we will delete that information within a reasonable period and withhold our services accordingly. You can only join the mailing list or apply for membership if you are aged 16 or over.

5. HOW AND WHY WILL WE USE YOUR PERSONAL DATA?

Two lawful grounds we use to process your personal information:

- 1) **Consent:** We require your consent to use your information to send you electronic communications such as newsletters and event information. We will ask you for consent if you have not previously given this.
- 2) **Legitimate interests:** Applicable law allows personal information to be collected and used if it is reasonably necessary for our legitimate activities (as long as its use is fair, balanced and does not unduly impact individuals' rights). We will rely on this ground to process your personal data when it is not practical or appropriate to ask for consent. For members of professional

associations, some processing of data and sending of electronic communications is necessary to administer and communicate with members and are an integral part of the activities of the professional organisation. Achieving our purposes, see Constitution of Association of Anthroposophic Therapeutic Arts [↗](#).

We may use your personal information to:

- 1) Enable you to use all of the services we offer including registration for events which requires us to pass details of event registrants to event organisers;
- 2) Send you information about the website, relevant educational events, organisations of interest to Anthroposophic Health, Social Care and Education and any other information we think will be of interest to you;
- 3) Provide you with the services, products or information you have requested;
- 4) Improve your browsing experience by personalising your interaction with our website;
- 5) Handle the administration of any donation or other payment you make via credit/debit card, cheque, standing order or other forms of electronic payment transfer;
- 6) Collect payments from you and send statements and/or receipts to you;
- 7) Handle the administration of your request to share information using the mailing list;
- 8) Assess readership and effectiveness of communications;
- 9) Deal with enquiries and complaints made by or about you relating to the website or us in general;
- 10) Make petition submissions to third parties, where you have signed the petition and the third party is a target of the campaign to which the petition relates; and/or
- 11) Audit and/or administer our accounts.

6. THIRD PARTIES

All financial transactions carried out on our website are handled by Wix (see Glossary below) and their third party payment services providers. We recommend that you read the relevant privacy policies prior to effecting any transactions with us. We will provide your personal data to third party processors only to the extent necessary for the purposes of processing payments for transactions you enter into with us.

We link our website directly to other sites such as Anthroposophic Medicine UK. This Privacy Notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit via links on our website.

Glossary:

- **Anthroposophic Medicine UK (AM#UK)**: this website was created in February 2018 by Dr Simon van Lieshout, supported by the Anthroposophic Medical Association, to increase public visibility of anthroposophic medicine in the UK, to boost membership of professional organisations, and to assist inter-professional communication and collaboration within the Anthroposophic Health and Social Care sector by providing event calendar, forums, newsletters and communication with the public and among its members. [Privacy](#), [Terms & Conditions](#).
- **Google Workplace**: it's a paid service from Google. It comprises various apps such as Gmail and Google Docs, Google Form and Google Sheet for managing AATA's services including, but not limited to, cloud-based storage. [Privacy](#), [Terms & Conditions](#), [Additional Services](#).
- **Paypal**: PayPal provides its service in sending and receiving money online. [Privacy](#) [User Agreement](#).
- **Wix**: Wix is a classic template website builder and an AI platform rolled into one. AATA has subscribed to Wix Pro, a paid service, for building and running AATA's website. [Privacy](#), [Terms & Conditions](#) [Data Processing Agreement between Wix and AATA](#).

7. SECURITY OF AND ACCESS TO YOUR PERSONAL DATA

We endeavour to ensure that there are appropriate and proportionate technical and organisational measures to prevent the loss, destruction, misuse, alteration, unauthorised disclosure or access to your personal information.

Your information is only accessible by the Secretary and Treasurer of AATA, and the Administrator of AM#UK who wish to provide you with relevant information, event organisations and other services of benefit to our membership as described in Section 5 under 'Achieving our purposes'. Otherwise, then as set out in this Privacy Notice, we will only ever share your data with your informed consent.

In general, unless still required in connection with the purpose(s) for which it was collected and/or is processed such as membership, we remove your personal information from our records six years after the date it was collected. However, if before that date (i) your personal information is no longer required in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it or (iii) you validly exercise your right of erasure, we will remove it from our records at the relevant time. In the event that you ask us to stop sending you direct marketing/fundraising/other electronic communications, we will keep your name on our internal suppression list to ensure that you are not contacted again.

8. NOTICE AMENDMENTS

We keep this Privacy Notice under regular review and reserve the right to update from time-to-time by posting an updated version on our website, not least because of changes in applicable law. We recommend that you check this Privacy Notice occasionally to ensure you remain happy with it. We may also notify you of changes to our privacy notice by email.

9. DATA CONTROLLER, DATA PROCESSORS, AND DATA BREACH

AATA is the data controller. We have a Data Protection Lead overseeing all data-related matters.




Wix is the data processor for data stored on the website of <https://www.aata-uk.org/>.

Google is the data processor for data belonging to info@aata-uk.org stored in Google Workplace.

Wild Apricot is the data processor for data stored relating to the AATA public directory and Forums.

Paypal is the data processor for data stored for the purpose of transactions in the AATA Online Shop.

When receiving a data breach notice, our Data Protection Lead will confirm receiving your concern(s) and conduct an investigation:

- The procedure will be followed  .
- The subject(s) affected will be informed;
- A report will be generated to include the reviews;
- In certain circumstances, ICO will be informed .

10. CONTACT US

Please contact us if you have the following concerns and/or requests including but not limited to:

- To contact us regarding your rights detailed in section 1
- To report a data breach detailed in section 9

To contact our Data Protection Lead, please send your enquiries to the Association of Anthroposophic Therapeutic Arts, Coombe Hill Rd, East Grinstead RH19 4LZ, UK or E: info@aata-uk.org, thank you.