

Paediatric Mental Health Association (PMHA) privacy notice

The Paediatric Mental Health Association holds a data protection registration issued by the Information Commissioner's Office.

This privacy notice tells you what to expect us to do with your personal information.

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Contact details

Email

info@contactpmha.onmicrosoft.com

What information we collect, use, and why

We collect or use the following information to **provide services (organisation and running of training events)**:

- Names and contact details
- Addresses
- Dietary information (including allergies and health conditions)
- Job descriptions
- Some training events are recorded, participants might be visible on the recording if they ask questions or contribute to the chat – specific consent will be asked with the event registration.

We collect or use the following personal information for **updates on new developments in children and young people’s mental health or the PMHA as well as marketing purposes for our training events**:

- Names and contact details

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services (organisation and running of training events)** are:

- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

- The PMHA collects personal details from anyone who signs up to their training sessions in order to be able to communicate with registered attendees and organise these meetings.

Our lawful bases for collecting or using personal information for **updates on new developments in children and young people's mental health or the PMHA as well as marketing purposes for our training events** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - The PMHA collects contacts of members to be able to share information about training opportunities and new developments in children and young people's mental health and the PMHA them.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- **Legitimate interests** – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - The PMHA collects names and contacts of members in order to be able to communicate with them, including about their annual payments. We use an email account for communications but do not store any data of non-members contacting the association outside this account.

Where we get personal information from

- Directly from members.

How long we keep information

- We store member's data only during the duration of their membership. Data will be deleted after membership has been terminated.
- We keep data relating to registrations and proof of attendance for 1 month after events only (please note for the PMHA Annual meeting data will be kept for one year).

Who we share information with

Others we share personal information with

- Third parties:
 - For some events, registration platforms are used to facilitate registration. When registering for the event, attendees will provide their information directly via the third party registration platform and therefore be aware which platform is used.
 - If needed, we would share names with accommodation providers for the purpose of organising overnight stays at a training event.
 - Membership registration and payment is also dealt with via a third party platform which stores information in order to provide this service. The use of this platform is evident at the time of registration and this provider will issue proof of their payment directly to members.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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