

Chair: Katrina Maclaine
Deputy Chair: Annabella S Gloster
Secretary: Helen Orton
Treasurer: Anna Neary
Website: www.aape.org.uk

Privacy Policy for AAPE UK

Summary

The Association of Advanced Practice Educators UK (AAPE UK) aims to provide a clear voice, and a strong presence, for Advanced Practice Education for Scotland, Wales, England and Northern Ireland in line with the ever changing advanced practice Health and Social Care environment. We offer a point of reference and contact for those interested in advanced practice education.

In doing so, it is necessary for us to collect relevant personal data from our members, speakers and attendees of our conferences.

We only use your personal data such as your name and contact details, areas of interest and any payment details, in our legitimate business of administering the services you buy from us (membership and conferences).

How we collect information

Information is collected via member information and occasionally via questionnaires. We ask for contact information including your name and email address so that we can reply to your inquiry. Additional information such as institution and areas of interest may also be collected if you become a member and if you register to attend conferences we also ask for a phone number, job title, and billing address.

To review and update the personal data you have supplied us with, please contact our Treasurer Anna Neary by email Anna2.Neary@uwe.ac.uk

If you have any questions about your personal information relating to this Privacy Policy, including any requests to exercise your legal rights, please contact our Chair Katrina Maclaine by email maclaik@lsbu.ac.uk

Our website does not use cookies or scripts that were designed to track the websites you visit.

What information we hold

- When you contact us by email we collect your name, email address, phone number, possibly a social media username, and the institution or organisation your work for;
- When you register for the conference we collect your name, job title, organisation, email address, phone number, and an invoice address;
- If you do business with us, (become a member) we also collect your organisation name and bank detail and keep records of invoices we send you and the payments you make;
- All purchases are logged by our Treasurer

Where we store your information

When you contact us by email or when you buy something (membership or conference fee), your information is stored in a password protected computer in an Excel or Word documents. We chose these systems partly for their commitment to security.

What we use your information for

We use your email address to send you newsflashes (if you are a member) and conference updates (if you have registered to attend the conference). We will use your information to send you invoices, statements or reminders.

We'll never use your personal information for any reason other than why you gave it, and we'll never give anyone access to it unless enforced by law.

We do not sell your data to any third parties. In order to provide our services to you (e.g. administer our conferences) we may be required to send your personal data to our trusted third-party processors (see below).

Third party processors

1. Questionnaire services companies online: AAPE UK does not share your email addresses or data but you may be asked to give some information for the purposes of a questionnaire. Individuals' information is not shared.
2. Print companies (for delegate name badges and participant lists - excluding email addresses).

If you would like to know more about the individual suppliers, please email Deputy Chair Annabella Gloster via email a.s.gloster@salford.ac.uk

Who is responsible for your information at AAPE UK

AAPE UK is a not-for-profit membership organisation run by an Executive Committee and Secretariat.

Contact details: Chair, Katrina Maclaine, School of Health and Social Care, London South Bank University, 103 Borough Road, London, SE1 0AA, 020 7815 6751 maclaik@lsbu.ac.uk

Changes to your policy

If we change the contents of this policy, those changes will become effective the moment we publish them on our website.

This policy was published in May 2018.