

Chair: Kathy Haigh
Deputy Chair: Anna Jones
Secretary: Helen Wenger
Treasurer: Deborah Slade
Membership lead: Jonathan Thomas
Website: www.aape.org.uk

Privacy Policy for AAPE UK

Summary

The Association of Advanced Practice Educators UK – AAPE UK – is a not-for-profit membership association run voluntarily by an elected Executive Committee.

The Association of Advanced Practice Educators UK (AAPE UK) aims to provide a clear voice, and a strong presence, for Advanced Practice Education in 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 personal data such as name, contact details, areas of interest and any payment details in our legitimate business of administering the services you buy from us, namely members and conference places.

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

How we collect information

Information is collected via member registration and occasionally via questionnaires. We ask for sufficient contact information so that we can communicate effectively with you.

What information we hold

- When you contact us by email we collect your name, work email address, and the institution you work for.
- For membership we will collect your name, job title, organization, work email and the details of where invoices should be sent.
- When you register for our conference we collect your name, job title, organization, email address, and an invoice address.
- We will keep records of invoices we send you and the payments you make.
- All purchases are logged by our Treasurer.

Where we store our information

Your information is stored in a password protected computer in Excel or Word documents.

What we use your information for

We publish a list of university members of AAPE UK on our website. No personal details or email addresses are shown.

We use your email to send you invoices, statements and reminders.

We create a group email to send you news and share information such as requests for External Examiners, End Point Assessors and updates on AAPE UK activities and action plans. This is sent blind using the BCC function so as not to share all the email details with other members.

We will never use your personal information for any reason other than why you gave it, and we will 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, we need to liaise with trusted third parties. For example:

1. Online questionnaire service companies: AAPE UK does not share your email addresses or data, but we may contact you ourselves with a link asking you to give some information for the purposes of a questionnaire. This would be on a voluntary basis.

2. Print companies: We may provide them with your name and institution but would not include email addresses or phone numbers.

Changes to this policy

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

If you have any questions regarding your personal information, our third-party suppliers or any requests to exercise your legal rights, please contact our designated Data Protection Officer: Deborah Slade daslade@brookes.ac.uk

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