

APSE Data Privacy Notice

The privacy of the personal data you provide to APSE is of paramount importance to the organisation. We are committed to collecting and responsibly storing only those personal data necessary for the functioning of APSE.

Personal data is classified as any information about an identifiable individual that can be used, directly or indirectly, to identify that person.

APSE collects the following information about you from your membership application and your conference booking form:

- your name
- your address
- your email address
- your phone number(s)
- your occupation

as well as holding:

- your accreditation status.

We DO NOT share any of this information with other parties without your prior consent (for example, when APSE receives requests for names of pastoral supervisors in a particular area of the country).

The following is how APSE ensures your personal data is stored securely:

- Your data are stored in a password protected workbook within a password protected area of Dropbox
- Your email address is stored in the password protected MailChimp list that APSE maintains to send out emails to members
- All emails sent to you from, for example, the membership secretary, and your responses to such emails are held within a password protected mailbox. Only those emails and responses that require longer term storage will be held on file; they will be deleted as soon as they are of no further value. All other emails will be deleted.
- paper information is secured in a locked or restricted area and is only transmitted through sealed & addressed envelopes

Only APSE Executive members and the APSE Administrator have access to the full data. Convenors of the regional groups are provided with email addresses by the Membership Secretary.

APSE Executive

June 22nd 2018