



## SAAD Events Privacy Policy Statement

In compliance with the most recent GDPR, how we collect, store and use your data is defined below.

### What information we hold

We hold the details you provided when you registered to attend a SAAD event

Name

GDC / GMC registration number

Email address

Postal address

Telephone number(s)

How, and when your attendance fee was paid (eg direct debit, PayPal, credit card or cheque)

We do not retain any sensitive financial information.

If you need to update your contact details please contact Fiona Trimmingham via the contact details listed below.

### What we use the information for

SAAD (via Hay Green Education (HGE) Ltd) will use your contact details to facilitate your attendance of the SAAD event you registered for. We will email you with information you will need in advance of attending the event and any information you may need after the event. Also, after the event we will contact you to invite you to join an emailing list to receive updates about the events listed on the SAAD website.

### How we store the information

Your SAAD event registration details are stored on a cloud based database, and with 'MailChimp', a US based email service compliant with the new European GDPR. The event registration information on the SAAD website is stored on a server in Europe managed by '1and1' who are also compliant with GDPR. All data is password protected and encrypted at all three locations.

We do not keep paper records of your registration information. The signed event registers are retained as paper copies in secure filing. They are also scanned, and password protected to be filed electronically as a permanent record of your attendance of the course.

### How long we will keep the information

We will keep your registration information for five years after the date of the event you attended.

If you do not attend the event you registered for we will delete your registration information immediately after the course dates.

Records of payment amount, method and date will be kept for seven years to fulfil accounting requirements, and will then be deleted.

The signed event registers will be retained as a permanent record of your attendance of the event.

### Your right to know what we hold

You can check the information we hold for you by contacting us via the contact details below.

### Enquiries

If you have any questions about SAAD and the new GDPR please contact us at...

Fiona Trimmingham

[info@saad.org.uk](mailto:info@saad.org.uk)

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ICO Registration number ZA336507

Registered Charity number 1107420

Company number 5314579