



SAAD National Courses 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 course

- Name
- GDC / GMC registration number
- Email address
- Postal address
- Telephone number(s)
- ILS training date
- How, and when your course 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 course you registered for. We will email you with information you will need in advance of attending the course and any information you may need after the course. Also, after the course we will contact you to invite you to become a member of SAAD and to join the SAAD Alumni. We may also occasionally contact you with requests to participate in research that the SAAD Training Board has approved to be relevant to the aims of SAAD. We will not share your data with any third party unless legally required to do so.

How we store the information

Your SAAD course registration details are stored on a cloud based database, and with 'MailChimp', a US based email service compliant with the new European GDPR. The course 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 except those produced prior to each course for reference over the course weekend. These will be destroyed within two months after the course. The signed course 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 ten years after the date of the course you attended.

If you do not attend the course 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 course registers will be retained as a permanent record of your attendance of the course.

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
01302 846 149

ICO Registration number ZA336507
Registered Charity number 1107420
Company number 5314579