



SAAD Training Schemes
SAAD Assessed Sedationist (SAS) scheme
SAAD Assessed Sedation Nurse (SASN) scheme
SAAD Assessed Sedation Therapist (SAST) scheme
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 about you that you provided when you registered for one of the SAAD training schemes

- Name
- GDC / GMC registration number
- Email address
- Postal address
- Telephone number(s)
- ILS training date
- How, and when your training scheme fee was paid (eg direct debit, PayPal, credit card or cheque)

We do not retain any sensitive financial information.

We also hold the following information about your clinical supervisor(s)

- Name
- GDC / GMC registration number
- Email address
- Sedation qualifications
- Sedation experience
- Sedation services offered
- Sedation facility address and description

In addition there are the documents you submit to us as part of the training scheme that may include

- DOPS Forms
- Logbooks
- Practice Evaluation Checklist
- Practice Profile

What we use the information for

SAAD (via Hay Green Education (HGE) Ltd) will use your contact details to facilitate your completion of the SAAD training scheme you have registered for. We will email you with information you will need in advance of commencing the training scheme and any information you may need during and after completing the scheme. After completion of the training scheme we will contact you to invite you 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.

The documents you submit to us during the training scheme will be used to confirm that you have completion your supervised clinical practice in compliance with the IACSD Standard (April 2015)

How we store the information

Your SAAD training scheme registration details are stored on a cloud based database, and with 'MailChimp', a US based email service compliant with the new European GDPR. The training scheme 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.

The documents you submit to us during your training scheme should be uploaded onto an encrypted section of the SAAD website, the SAAD Document Repository. However if they are emailed to us, they should be password protected before emailing. We will password protect the documents on receipt and store them electronically.

How long we will keep the information

We will keep your registration information and the documents you submit for ten years after the completion date of the course you attended.

If you do not commence the training scheme you registered for we will delete your registration information immediately

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

We will keep an electronic record of your completion of the training scheme.

Your right to know what we hold

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

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