

## **Association of Pharmacy Technicians UK (APTUK) – Privacy Policy**

At APTUK we are committed to protecting and respecting your privacy.

This policy explains when and why we collect your personal data, as members. It will also detail how we use it, the conditions under which we will disclose it, and to whom, and how we keep it secure.

You will be informed of any updates / changes to this policy and the current policy will be available on our website.

Any questions regarding this Policy and or privacy practices should be sent via email to [secretary@aptuk.org](mailto:secretary@aptuk.org) or by writing to Secretary, One Victoria Square, Birmingham, B1 1BD

### **Who are we?**

We are the Professional Leadership Body for Pharmacy Technicians. We are a limited by guarantee, not for profit, company, who tirelessly campaign on behalf of our members to ensure the Pharmacy Technician profession is represented and heard.

### **How do we collect personal data from you?**

We obtain your personal data when you sign up for membership with APTUK via the website.

### **What type of information is collected from you?**

We will collect your title, name, address, post code, contact details (email and phone), your date of birth, sector of pharmacy you work in, your organisation name and your GPhC number. We will also collect your bank details in order to process your membership fee. A third party payment processor (RapiData), who specialise in the secure capture of direct debit transactions, processes your bank details. The Membership co-ordinator for APTUK, will hold your personal information, including bank details.

### **How is your information used?**

We may use your information to:

- Process your application for membership;
- Carry out our obligations arising from your membership;
- Seek your views and comments on the services we provide;
- Send you communications as part of your membership which may be of interest to you

We will hold your personal information on our systems whilst you are a member of APTUK and for a maximum of 5-years, as stated in our retention policies, should you cease to hold membership or withdraw consent.

### **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service providers working on our behalf: We may pass your information to our third party service providers, subcontractors and other associated organisation only for the purpose of completing tasks and providing services to you on our behalf (for example to process direct debit

requests, to send out group e-mail campaigns we use Rapidata, to post out the Pharmacy Technician Journal we use TruPrint etc). When we use a third party service provider, we only disclose the personal information that is necessary to deliver the service and ensure we only use third party companies that are GDPR compliant. APTUK will not release your information to third parties beyond their network, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

### **Your choices**

You have a choice about whether or not you wish to receive information from APTUK. Please be aware that removing your consent to contact you will remove some of the benefits of membership namely, updates on membership; access to the Pharmacy Technician Journal; updates and information on the annual professional conference; other correspondence on the profession of Pharmacy Technicians.

You can remove consent for us to contact you by emailing [membership@aptuk.org](mailto:membership@aptuk.org) and requesting contact is removed. You will be asked to confirm you understand the limitations this will place on your membership.

### **How can you access and update your information?**

The accuracy of your information is vital for us. You can email [membership@aptuk.org](mailto:membership@aptuk.org) to update your details at any time.

You have the right to request a copy of information APTUK holds about you (we may charge a nominal fee for information requests to cover our costs in providing you with this information).

### **Security precautions in place**

Any sensitive information, such as direct debit details, is encrypted and protected. When you are on a secure page (such as when entering direct debit details), a lock icon will appear in the browser name to indicate the security of that page.

Once we receive your data, we make our best efforts to ensure it is securely held on our systems. A database of your personal details is held securely in the Cloud and password protected. It is only accessible by the Data Controllers (Board of Directors) and the Data Processors (members of the Professional Committee). Any access rights will be removed upon resignation from the above positions.

### **Profiling**

We may analyse your personal information to create a profile of our membership.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.