

Privacy Statement

General Data Protection Regulations 2018

On Friday 25th May 2018 The GDPR 2018, under the Data Protection Act 1998, will come into force. The GDPR sets out the key principles, under the EU Law (EU 2016/679), by which all *personal data*, i.e. data by which an individual may be identified, must be collected, processed, stored and used by an organisation such as the SHF.

In particular, to comply with its legal obligations, personal data collected by the SHF must be:

- For specific, explicit and legitimate purposes,
- Processed lawfully, fairly and transparently,
- Limited to what is necessary for the purposes for which it is processed,
- Kept accurately and up to date,
- Stored securely and not disclosed to any 3rd party unlawfully,
- Retained only for as long as is necessary for the purposes it was collected.

In addition, individuals have certain rights regarding their personal data, i.e.

- To be kept informed how their data is used,
- To be informed how they may access their data and rectify any inaccuracy,
- To be able to have their data erased or its use restricted,
- To be able to move their data from one organisation to another,
- To be able to object to their data being used in any way.

1, Collection of Personal Data:

The SHF is committed to respecting and protecting your privacy. When you register with the SHF, as a professional member or associate member, you will be asked to provide certain personal information, for example your name, your address (postal and email), telephone number, as set out in the membership application forms. The SHF will store this data securely, holding it on computers or in other formats, and use it only for the purposes outlined below.

2, Use of personal information

The SHF collects personal data for the purposes of administration, communication with its members and for processing and validating membership subscriptions. The SHF only uses personal data within the context of the purposes outlined and will only keep that data as long as is necessary to support these purposes.