



ASSOCIATION OF BRITISH PAEDIATRIC NURSES

Privacy Policy

1. This privacy policy sets out how the Association of British Paediatric Nurses (ABPN) uses and protects any information that you give the Association of British Paediatric Nurses.
2. ABPN is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.
3. The Association of British Paediatric Nurses may change this policy from time to time to comply with legislation changes. This policy is effective from 1st May 2018.
4. **Data Controller**
 - 4.1 The Data Controller(s) are the Trustees and Executive Members of ABPN.
 - 4.2 The Data Processor is the ABPN membership secretary.
5. **What we collect**

We may collect the following information:

 - 5.1 your name
 - 5.2 your job title and place of work
 - 5.3 contact information including email address
 - 5.4 clinical preferences and interests
 - 5.5 payment information from you for setting up a Direct Debit
6. **Collecting information from other sources:**
 - 6.1 Occasionally contact is lost with members who nonetheless continue to pay subscriptions. As a result, we are unable to deliver the services they are entitled to. In such circumstance we may use information in the public domain to try to re-establish contact.
 - 6.2 We will always inform you if we have used such sources to contact you and will enable you to cancel your membership or correct your details.
7. **What we do with the information we gather**

We use the information you provide for the administration of ABPN and for the provision of membership services. In particular -

 - 7.1 For internal record keeping.
 - 7.2 To manage membership subscriptions
 - 7.3 To contact you regarding Government and other national or international

- 7.4 consultations of relevance to paediatric nursing and child health.
- 7.5 For the delivery of the ABPN newsletter and journal.
- Your name and address are shared with Sage Publishing to enable them to deliver the ABPN journal – *Journal of Child Health Care*. Sage Publishing are governed by their own privacy policy which you can access at <https://uk.sagepub.com/en-gb/eur/privacy-policy>

8. **Controlling your personal information**

- 8.1 We are committed to ensuring that your information is secure.
- 8.2 To prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect
- 8.3 ABPN does not sell, lease or share your personal data with any third party, other than Sage Publishing as stated above, unless required by law.
- 8.4 You may request details of personal information which we hold about you under the Data Protection Act 1998. There is no fee for this. If you would like a copy of the information held on you, please contact us at membersABPN@yahoo.co.uk
- 8.5 If you believe that any information, we are holding on you is incorrect or incomplete, please write to or email the Data Processor as soon as possible. We will promptly correct any information found to be incorrect.
- 8.6 The Data Processor is Jim Robinson whose contact details are:

By post:

ABPN
Membership Records
26 Whitemyre Court
Dunfermline
Fife
KY12 9PF

By email: membersABPN@yahoo.co.uk

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