



Privacy Statement & Data Use Policy

The IACST herein termed ‘we’, collect information about you in the course of operating our association. This Privacy Statement sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights as a member under data protection law in relation to our processing of your data.

For the purposes of the GDPR the data controller is:

- Irish Association of Craniosacral Therapists

Please read this Privacy Statement carefully as this sets out the basis on which any personal data we collect from you as a member will be processed by us.

We respect your right to privacy and comply with our obligations under the Data Protection Acts 1988 and 2003 and General Data Protection Regulation (GDPR) enacted in 2018. We are committed to protecting and respecting your privacy.

When visiting our website, you are accepting the terms of Privacy Statement and Cookies Statement. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy and cookies statement of these other websites.

The IACST collects Personal Data from you through the use of application forms, payments, online services, phone calls and when you email your Personal Data to us. The types of data we collect are:

- **Personal Data:** This is data that identifies you or can be used to identify or contact you and may include your name, address, email address, user IP addresses in circumstances where they have not been deleted, clipped or anonymized, telephone numbers, birth date, occupation, employer, billing and bank details. Such information is only collected from you if you voluntarily submit it to us. If we collect any

sensitive personal information, we will restrict access to and use of this. We must have a lawful basis to collect and use personal information which is set out below.

- **Non Personal Data:** Like most websites, we may gather statistical and other analytical information on a collective basis of all visitors to our website. This Non-Personal Data comprises information that cannot be used to identify or contact you, such as demographic information regarding, for example, user IP (Internal Protocol) addresses where they have been clipped or anonymized, browser types and other anonymous statistical data involving the use of our website

Cookies

Cookies are small text files placed on your computer and are commonly used on the internet. They allow us to make our website more useful based on stored information about your preferences when you visit us. We do not store cookies beyond such interaction. If you choose to, you can set your web browser to reject cookies from our service, although you may not be able to experience the full service we provide if cookies are disabled.

Purpose for which we hold your information

Personal Data

We will process any Personal Data you provide to us for the following purposes:

- (a) To provide you with professional and administration services .
- (b) To contact you, if required, in connection with the provision of our services or to respond to any communications you might send to us.

Any Sensitive Personal Data that we collect will be used solely for providing you with the above services.

Why do we need to collect and store personal data?

In order for us to provide you with professional support and services we may need to collect personal data for us to commence and complete services on your behalf. We are dedicated to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

- Advertising/Promotion – If you consent to us sending you marketing messages about our events and services, we will process your personal data in order to make sure that any marketing messages that we send you are relevant to you.
- We may also from time to time conduct surveys which provide us with invaluable information on service standards. Measuring member’s experience helps us to improve and enhance our service to you.
- Administering our computer system - Data may need to be tested by our software house prior to release of upgrades. This data is on most occasions anonymized data, but live data may have to be used at times to ensure everything is working before the change is rolled out. In general, this processing of your personal data is justified by our legitimate interests in making sure our computer systems run properly and are safe and secure.

We will not disclose your Personal Data to third parties unless you have consented to this disclosure. We will disclose your Personal Data if we believe, in good faith, that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order, or other statutory requirement.

By sending your Personal Data to us, you indicate your consent to your Personal Data being used, processed and disclosed by us, our associated companies, agents, service providers, insurers and business partners, for any of the purposes outlined at above on the terms set out in this Privacy and Cookies Statement.

How will IACST use the personal data it collects about you?

We will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will strive to keep your information accurate and up to date, and not keep it for longer than is necessary.

We are required to retain information in accordance with the law, such as information needed for insurance, cover verification and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Third party data processors: Interdisciplinary CPD events

Your personal information

From time to time some of your data may be shared with a third party (such as a course facilitator or professional body) This data is shared only for the purposes of communications and/or sharing of resources. We will never share your personal data with any third party for marketing or any other purposes.

IACST Membership

All applications to join IACST are processed in accordance with our Membership Policy. When making an application to join IACST all applicants must confirm that they agree to the following conditions of IACST Membership:

- That all information provided to IACST is correct
- To read and comply with **all** IACST publications relating to good practice and continuing professional development:
 - I. Ethics and Code of Conduct.
 - II. Child and Adult Safeguarding and Protection Policy.
 - III. Accreditation Guidelines in respect of colleges that intend to train students in CST.
 - IV. Complaints Policy and Procedures.
 - V. Disciplinary Policy and Procedures.
 - VI. Standards of Practice.
 - VII. Membership Policy.
 - VIII. Garda Vetting Policy and Procedures.

- IX. Data Protection Policy.
- X. Privacy Statement and Data Use Policy.

- To inform IACST immediately if a restriction or condition is placed on their practice
- To inform IACST immediately if their membership type changes
- To inform IACST if their contact details change.

When renewing IACST membership, members agree to the following:

- That all information provided to IACST is correct
- To abide by the IACST Code of Ethics and be subject to the IACST Complaints Policy
- To read and comply with all IACST publications relating to good practice and continuing professional development
- To inform IACST immediately if a restriction or condition is placed on their practice
- To inform IACST immediately if their membership type changes
- To inform IACST if their contact details change.

IACST Private Practice Listing

When an IACST member is added to the IACST Private Practice Listing, the personal data they supplied in the Private Practice Listing Application Form will appear on the listing in the public domain. This is done so that the member can advertise their private practice to the public and so that members of the public can find a suitable craniosacral therapist in private practice and make contact with them directly.

When making an application to be included on the IACST Private Practice Listing, a member must confirm that they understand and agree to the following conditions of inclusion on the list:

- That all information provided to IACST is correct
- That all the information provided on the Private Practice Listing Application Form will be included on the IACST Private Practice Listing
- That the Private Practice Listing, which will be in the public domain, will include the member's name, address, contact details, counties covered and areas of practice.
- That the Private Practice Listing will be available to the public both on the IACST website and in hard and soft copy. The information on the Listing may also be shared with members of the public over the telephone and via email.
- That their details on the Listing will be kept up to date by the Member
- That the Member will inform IACST immediately if a restriction or condition is placed on their practice