

UK GDPR PRIVACY NOTICE

1 - Scope

This privacy notice (sometimes referred to as a privacy policy or privacy statement) concerns personal data, which is defined as information relating to an identified or identifiable natural person (who hereafter will be called the "Data Subject").

The UK General Data Protection Regulation ("UK GDPR"), the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations ("PECR"), seek to protect and enhance the rights of UK Data Subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and its storage within the UK.

The International College of Applied Kinesiology UK Chapter, which hereafter for the purposes of this privacy notice will be referred to as "ICAK UK", is pleased to provide the following information:

2 - Who we are

We are a not-for-profit organization that provides education in Applied Kinesiology to suitably qualified practitioners. We are the UK Chapter of the International College of Applied Kinesiology. Applied Kinesiology is a valuable diagnostic technique utilising the manual muscle test and is used by a wide cross section of licensed healthcare professionals around the world including practitioners of chiropractic, osteopathy, physiotherapy, medicine and dentistry. Our website address is www.icak.co.uk.

3 - Personal data

a) Contact details provided by you such as telephone numbers, email addresses and postal addresses may be used to remind you of future course dates, provide receipts, and CPD certificates or other information that may be relevant to you.

b) For marketing purposes, ICAK UK may also use the contact details provided by you to respond to your enquiries including making telephone contact and emailing information to you which may be of interest to you.

c) In making initial contact with ICAK UK you consent to us maintaining a marketing dialogue with you until you either opt out (which you can do at any time) or we decide to desist in promoting our services. ICAK UK do not broker your data and you can ask to be removed from our marketing database by emailing using the contact details provided at the end of this privacy notice.

d) Some basic personal data may be collected about you from the marketing forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to, personally identifying information like Internet Protocol (IP) addresses.

e) ICAK UK's website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. WordPress.org uses cookies to help ICAK UK to identify and track visitors and their website access preferences. ICAK UK's website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using ICAK UK's website.

f) ICAK UK will only collect the information needed so that it can provide you with the services required.

4- Legal basis for processing any personal data

To meet our contractual obligations and legitimate interest to respond to enquiries concerning the services provided.

5 - Legitimate interests pursued by ICAK UK

To promote CPD training courses to practitioners who have completed a 3000 hour full time undergraduate education (i.e. 3+ years) in a medically oriented degree such as osteopathy, chiropractic, physiotherapy, medicine, dentistry, or veterinary medicine.

6 - Consent

Through agreeing to this privacy notice you are consenting to ICAK UK processing your personal data for the purposes outlined. You can withdraw consent at any time by using the postal or email address provided at the end of this privacy notice.

7 - Disclosure

ICAK UK will keep your personal data safe and secure, and only those engaged in providing your CPD courses will have access to your records.

8 - Retention Policy

ICAK UK will process personal data during the duration of any training courses and will continue to store only the personal data needed for eight years after the contract has expired to meet any legal obligations. After eight years all personal data will be deleted, unless basic information needs to be retained by us to meet our future obligations to you, such as erasure details.

9 - Data storage

All data is held in the United Kingdom.

10 – Your rights as a Data Subject

At any point whilst ICAK UK is in possession of, or processing your personal data, all Data Subjects have the following rights:

- Right to information – you can ask for information about what data is being processed and the rationale for such processing.
- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply you have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.

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- Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that ICAK UK refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

At your request ICAK UK can confirm what information it holds about you and how it is processed.

11 – You can request the following information:

- Identity and the contact details of the person or organisation (ICAK UK) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of ICAK UK and information about these interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erasure, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (the Information Commissioner’s Office (“ICO”).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn’t collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

12 – To access what personal data is held, identification will be required

ICAK UK will accept the following forms of identification when information on your personal data is requested: a copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If ICAK UK is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to info@icak.co.uk.

13 – Changes to the privacy policy and your duty to inform us of changes

We keep our privacy notice under regular review. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us, for example a new address or email address.

14 – Third-party links

ICAK UK’s website and training materials may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

15 – Complaints

In the event that you wish to make a complaint about how your personal data is being processed by ICAK UK you have the right to complain to us. If you do not get a response within 30 days you can complain to the ICO.

Contact details are:

ICAK UK
Email info@icak.co.uk

ICO
Wycliffe House, Water Lane, Wilmslow, SK9 5AF
Telephone +44 (0) 303 123 1113; <https://ico.org.uk>

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