

# SOCIAL PRESCRIBING QUALIFICATION PRIVACY POLICY

## TERMS OF USE

### Permitted Use

As a visitor to our site, you are allowed to access published materials (content) subject to these terms. By using the website, you agree to be bound by the terms of use.

You can access, download and use content for personal and non-commercial purposes (e.g. private research, study or in-house use) but you must not reproduce or re-publish any material from this website without permission from the website / copyright owner.

Images, logos and graphics used on this site are owned by us and/or third parties. These must not be used without obtaining permission from the copyright owner.

You acknowledge that all intellectual property rights relating to this website belong to the Social Prescribing Qualification Partnership (SPQP) and where applicable, third party associates.

### Personal Information

When you voluntarily submit data on this website (this includes filling out feedback forms or questionnaires etc), the information submitted is used solely to respond to your queries and for its intended purpose. We do not share web user information with anyone else.

### Virus Protection

We make every effort to check and test material for viruses on our website. However, its best practice to run an anti-virus programme on all materials downloaded from the internet. We cannot accept responsibility for any loss, disruption or damage to your data or computer system which may occur whilst using material derived from this website.

### Disclaimer

Care is taken to ensure that the website content is accurate. Nevertheless, content is provided for general information only, and you use it at your own risk. We will not be held liable for damage or loss ensuing from any act or omission resulting from the use of information on this website.

### Future Amendments

Subsequent changes to these terms will be made available on this website. Last updated September 2019.

## PRIVACY NOTICE

### Introduction

This is the Social Prescribing Qualification Partnership's (SPQP) privacy notice. It tells you how we collect and process your data when you use our website: <https://www.socialprescribingqualification.org.uk>.

This includes any personal information that you give us – for example when you fill out a form or contact us.

If you have any comments on this privacy policy, please email us using the contact form.

### 1. How we handle your data

SPQP is committed to processing data in accordance with its responsibilities under the GDPR.

This means that your personal data shall be:

- processed lawfully
- fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not processed in a manner that is incompatible with those purposes;

- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

## **2. How we process your data**

If you request a course information pack from the SPQP website, you are providing personal data to SPQP. The purpose of our site is to provide course information packs, an application form and course information.

This requires SPQP to store your data and respond to any other requests for information that you have made.

If you decide to apply for one of our courses, the information you provide on your application form will be used to:

- determine your eligibility for entry onto the course
- provide you with relevant information to assist you in joining the course
- enable the SPQP to monitor take up
- enable the SPQP to initiate your student record.

We have kept to a minimum the amount of required information you need to pass us to access the services on our site.

## **3. Analytics data**

We work with third party analytics firms which analyse and monitor the activity of visitors to our site for the purposes of continually improving the service we can offer our customers.

A part of these third parties' use of cookies and other tracking technology, they have access to some personal information about our visitors, such as your IP address and approximate location. Please note that no third party analytics firm has access to personal data such as your name, phone number, email address or payment details etc.

## **4. Partners we may need to share your data with**

In order to answer your questions about the course, we may need to pass data to other members in the partnership.

All partners have robust data protection policies of their own. Your data will be managed in-keeping with their own Privacy Policies, which may be different from this one but will still be in accordance with the General Data Protection Regulations.

Partners we may need to share your data with:

Bromley by Bow Centre  
 Certa Awards  
 Conexus Healthcare  
 Health Education England  
 University of East London

## **5. Your rights**

We are committed to ensuring that your privacy is protected. We will only use the information that we collect about you lawfully in accordance with the EU's General Data Protection Regulations (GDPR). We may change this policy from time to time by updating this page.

At all times this information is protected in a manner fully in-keeping with the EU's General Data Protection Regulations. We will not share your information with any third parties without first obtaining your consent.

You have the right at any time to request from SPQP:

- What personal data are being processed
- The purposes for which the personal data are being processed
- Who, if anyone, the personal data are disclosed to
- The right to request the deletion of all data we hold about you.

## **6. How we use cookies**

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer (if you consent to us using cookies). Cookies contain information that is transferred to your computer's hard drive.

We only use analytical cookies which enable us to recognise and count the number of visitors and to see how visitors move around our website. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

If at any time you wish to disable our cookies, you may do so through the settings on your browser. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk).