



TIATA GDPR & Privacy Policy for TIATA

1. BACKGROUND

This document describes how The Ireland Association for Transactional Analysis (TIATA) the data controller, collects, uses and protects your information.

2. HOW TIATA COLLECTS YOUR INFORMATION

When you apply for TIATA membership or renew your TIATA membership, TIATA will request personal details so that TIATA can effectively provide your membership services.

3. THE TYPE OF INFORMATION TIATA HOLDS

TIATA Membership

- Name
- Home Address
- Practice Address
- Telephone Number
- Email Address
- Name of Supervisor
- Supervisor's Contact details



- Public Liability Insurance Provider
- Details of Professional Will
- Previous Professional Association Memberships
- Details of Professional Complaints
- Name of Training Organisation
- Training Organisation Contact details
- Qualifications
- Details of Continuing Professional Development

TIATA Mailing List

- Name
- Email

4. HOW TIATA USE YOUR INFORMATION

TIATA Membership

To apply for TIATA membership you will need to download an application form from the TIATA website and enter the details appropriate to your application. The application form is a word document. To return the form securely you will need to password protect the word document and email it to TIATA. You will then need to send the password you have chosen in a separate email.

To renew your membership you will need to log into the TIATA members area and submit your renewal information. This connection to the TIATA membership area is encrypted and secure.

Your membership details are entered into the TIATA membership database which is maintained in a server located within the UK and



secured with a HTTPS connection. Membership applications will be printed and stored in a paper membership record.

If application forms are posted to the TIATA office, please send the forms by recorded delivery. The information on the form will be entered into the TIATA membership database. The paper forms will be entered into a paper membership record.

TIATA stores application forms in member records including the payment method and payment details used. Payments made using Paypal create a payment record that is sent to TIATA, the payment method is stored with Paypal, www.paypal.co.uk.

TIATA also stores member information on a password protected computer in a locked office, the computer is secured with anti-virus software.

Email Subscribers

TIATA operates an email mailing list which is used to notify subscribers of upcoming events and latest TIATA news. Members are subscribed after successful membership application or membership renewal. All email addresses are held securely in a password protected platform and never passed to a third party.

All subscribers to the TIATA email list have the opportunity to opt out at any time. If you wish to email TIATA and request an opt out from the email mailing list please contact TIATA at admin@uktransactionalanalysis.co.uk.

TIATA process your information for the following legitimate business interests:

- To provide you with TIATA membership services



- To provide you with information you have requested
- To notify you of upcoming TIATA events.

5. WHO TIATA SHARE YOUR INFORMATION WITH

In order to service your membership TIATA shares appropriate membership information with:

EATA

TIATA shares selected member information with EATA in order to provide member services.

<http://www.eatanews.org>

6. STORING YOUR INFORMATION

Member information is stored on a password protected computer and on a securely encrypted database stored on a server which is located within Ireland and adheres to GDPR legislation.

All paper records are stored in a securely locked office.

The TIATA mailing list is provided by Mailchimp which is located in the USA and adheres to standards equivalent to that required by GDPR Legislation.



7. RETENTION

Your member information will be stored for a period of 7 years, in the eighth year, or the eighth after cessation of your membership, all your membership records stored by TIATA will be destroyed.

8. HOW YOU CAN ACCESS YOUR INFORMATION

You can email hello@tiata.ie requesting a document containing all your information stored by TIATA in a machine readable format.

9. YOUR RIGHTS

You have the right to:

- Request details of all your personal information stored on the TIATA server in a machine readable format
- Request changes to incorrect or incomplete data
- Object to the processing of your personal information
- Restrict the processing of your personal information
- Withdraw consent for TIATA to store your personal information
- Request deletion of all your personal information stored by TIATA
- Lodge a complaint with the DPC Office

If you wish to complain about how TIATA handles your data, in the first instance please email hello@tiata.ie to communicate your complaint to TIATA EC, who are the Data Controller.



If your complaint is not resolved to your satisfaction you have the right to complain to the DPC.

11. Website

Our website contains links to other external websites. Please be aware that TIATA is not responsible for the privacy practices of such other sites. TIATA encourages you to be aware of this when you leave the TIATA site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by TIATA.

The website at <https://www.tiata.ie/> is owned and operated by The Irish Association of Transactional Analysis, trading as TIATA.

This statement relates to our privacy practices in connection with this website. We are not responsible for the content or privacy practices of other websites. Any external links to other websites are clearly identifiable as such.

GENERAL STATEMENT

The Irish Association of Transactional Analysis, trading as TIATA, fully respects your right to privacy, and will not collect or publish any personal information about you through this website without your clear permission. Any personal information which you volunteer will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 – 2003.



COLLECTION AND USE OF PERSONAL INFORMATION

The Irish Association of Transactional Analysis, trading as TIATA, does not collect any personal data about you on this website, apart from information which you volunteer (for example by emailing us, by using our online feedback form or by making an account). Any information which you provide in this way is not made available to any third parties, and is used by us only in line with the purpose for which you provided it.

COLLECTION AND USE OF TECHNICAL INFORMATION

Technical details in connection with visits to this website are logged by our internet service provider for our statistical purposes. No information is collected that could be used by us to personally identify website visitors. The technical details logged are confined to the following items:

Google Analytics which shows the traffic of visitors around this web site (for example pages accessed and documents downloaded).

The Irish Association of Transactional Analysis, trading as TIATA, will make no attempt to identify individual visitors, or to associate the technical details listed above with any individual. You should note that technical details, which we cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of the Data Protection Acts, 1988 – 2003.

USE OF COOKIES

TIATA uses cookies and similar technologies on the TIATA website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many different things, such as let



you navigate between web pages efficiently and remember your preferences.

12. HOW TIATA WILL TELL YOU ABOUT FUTURE CHANGES TO THIS PRIVACY NOTICE

Any changes made to the privacy policy will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any changes to the privacy policy.

13. HOW TO CONTACT TIATA

If you have any questions or concerns about our use of your personal information please email TIATA at hello@tiata.ie