Charity No. 1218140

Association for Metabolic Health
Privacy Policy

Keeping your information safe

Association for Metabolic Health provides information on metabolic health for healthcare professionals. We hold different personal data depending on your level of engagement with us as explained below.

Protection of your privacy is very important to us and this privacy notice explains how we use the personal data we collect from our website or provided by our members. Where we use the term “personal data” in this privacy notice, we mean any information that relates to you, including your name and e-mail address.

This notice sets out: What personal data we hold and why we process it

- The legal grounds which allow us to process your personal data
- Where the data comes from, who gets to see it and how long we keep it
- How to access your personal data and other rights that you have
- How to contact us

Association for Metabolic Health takes great care to ensure your information is kept securely and used appropriately. Our staff are fully aware of this privacy notice and the need to protect your information. If you have any queries about your data or this policy, you can contact us using the details given below. **Association for Metabolic Health**			
The following section explains how we process data you provide us through our website. www.metabolichealth.org.uk			
Engagement type	**Personal data we hold about you**	**Why do we need this personal data and what is our lawful basis for processing it?**	**How long we keep it for**
Contact – you can request information using the form on the contact page on our website.	First Name Last Name Email Phone Job Role	We need this information to be able to respond to your enquiry. Lawful basis: It is necessary for us to perform a legitimate interest. The legitimate interest is providing you with the information you request from us.	5 years after the request was made.
Register to become a member – your details will be held on our mailing list.	First Name Last Name Email Phone Job Role Current Workplace		

No personal data are collected beyond the minimum necessary, and your data will be securely destroyed once there is no longer any need for us to keep it or you request for it to be deleted. Our services do not involve making any automated decisions about you.

How is your data stored?
Your data entered onto our website will be held within our Association for Metabolic Health website which has been developed in collaboration with Wix. Data entered during enrolment will be held on the Google Form then downloaded to a password protected private computer to manage our service and carry out data processing and reporting.

Sharing information with other organisations
When information is shared, it is passed securely and kept confidentially by the people who receive it. It will only be used for the purpose it has been shared for.

Anonymised Data
After the retention period has expired, Association for Metabolic Health may store anonymised copies of your personal data for evaluation and future planning of our service. All data which uniquely identifies you as an individual will be removed, but the measurements we hold would remain.

Other reasons we may process your personal data
We may also need to process your personal data to respond to legal requests for information from third parties, including law enforcement; or in order to comply with a legal obligation; or to establish, exercise or defend a legal claim.

Your data rights
Under UK data protection law, you are entitled to the following rights:

- the right to access the personal data we hold about you and the right to request us to rectify personal data we hold about you. In some cases, you also have the right to request we erase your personal data;
- the right to restrict our processing of your personal data;
- the right to object to our processing of your personal data;
- the right to request us to transfer your personal data to a third party;
- the right to withdraw consent (where we rely on your consent to process your personal data);
- and the right not to be subject to a decision based solely on automated processing, including profiling.

If you wish to exercise any of these rights, please contact us using the details set out below.

Contact us
Helen Gowers Trustee
Address: 2 Levylsdene, Guildford GU1 2RS
Email: hpgowers@gmail.com

How to complain
If you have any concerns or grievances regarding our data handling practices, we politely request that you raise these with us first using the details above. However, you do have the right to make a complaint to the ICO at the following address.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: https://www.ico.org.uk

This Privacy Policy is on our website at https://www.metabolichealth.org.uk/privacy-policy