



# *International Federation of Aromatherapists*

## Data Protection policy

### **The Policy**

To become a member of the International Federation of Aromatherapists (IFA) we need to collect certain data from applicants in order to be able to register as a member. The IFA treat personal information in accordance with the Data Protection Act 1998 and require that our therapists keep all their clients details in accordance with the act as a matter of practice.

### **Consent to collect personal information**

In order for the IFA to perform its function there is certain data we must obtain from you in order for you to apply for membership: address, contact details, qualifications, first aid certificate, CPD and insurance. For teachers of the IFA Aromatouch course who work with children we will also need to obtain a CRB check. If an applicant does not allow us to process their personal information then they will not be eligible to register as a member.

### **Use of Your Personal Data**

We will use your data for the following purposes on our system and remove once those purposes have been met:

- To provide information requested by you
- To update and maintain your details to answer your enquiries
- To decide eligibility for membership
- To decide eligibility on the IFA directory of practitioners
- To keep you up to date with all IFA activities, news and events
- Audit purposes
- To ensure compliance to rules and regulations

### **IFA Register of Therapists**

The following details are shown on the IFA directory

#### **Mandatory**

- Full Name (Forename and Surname)
- Country
- Category of membership

#### **Optional**

- Picture
- First Line of Address
- Second Line of Address
- Town
- City
- County
- Email
- Website
- Phone



# *International Federation of Aromatherapists*

- Description
- Skills
- Google map

Your city and country is automatically uploaded when we import the data into our website so therapists will need to edit the details displayed themselves. You will only need to do this the once. In the members area you have complete control over what you display. All other data is not available to the public unless given to us to display specifically by you. If you do wish to make any changes to the personal information we have about you please submit to the office in writing.

## **Mitigating Circumstances**

We will only share your information if the following circumstances arise:

- Required by law
- If you have given us permission to do so

## **Security and Storage of Your Personal Data**

The IFA ensure that all it's staff are trained to handle personal data and aware of the responsibilities it entails. The IFA take all measures to limit the opportunity for unauthorized access to personal data, accidental loss or damage. The IFA hold all data for a minimum of seven years. If you do have concerns regarding how your data is being protected or believe there to have been a breach of the data protection obligations please put this in writing to the IFA head office.

## **Access to your personal information**

You have the right to request the personal information we hold about you. To do so you must send a letter to the IFA head office accompanied by a payment of £10 for administration fee.