



## **ARHM Privacy Statement**

Association of Retirement Housing Managers (ARHM) (Company Number 2625179) take your privacy seriously. This policy confirms our commitment to our membership (Full and Associate) in line with updated data protection (GDPR) law effective from 25<sup>th</sup> May.

We may collect and process your personal data if:

- We need to perform duties as part of a contract with you or your organisation
- You've given us consent to do so, for example by making an enquiry or choosing to opt-in to communications
- We have a legitimate interest to use the data for business purposes
- The law requires us to do so.

**The information we have is limited and this includes, information provided by you to us as part of the Membership application process, named contact details so that we have a point of contact at your organisation**

Personal data may include your name, job title, organisation name, email, contact numbers and postal address of the organisation.

## **How we use information**

Where appropriate, we will use the information you supply to:

- Reply to any enquiries
- Provide advice, goods and services to you or your organisation
- Tell you about news, services or events that may be of interest
- Inform you of changes and improvements to our web site [www.arhm.org](http://www.arhm.org)
- If we propose to use personal information for any other purpose, we will explain the reason(s) for this when collecting data.
- We will only collect information that we use, for as long as it's needed.

## **When we may share information**

ARHM will not sell, trade or rent your personal information to any third parties. In certain circumstances, we may share your details with third party partners for the specific purposes of mailing communications to you, an example of this is likely to be in respect of mailings about the ARHM conference or other larger scale events where the ARHM is working in partnership with an event management business or data processing by specialist service providers.

If we contract any service provider to perform data processing services on our behalf, we will require them to securely safeguard the information through a contracted agreement, with no disclosure to anyone else.

With the exceptions as set out in this statement, we will not give out your personal information unless required to do so by law.

## **Your choices about how we use information**

We offer the choice to stay in touch with ARHM by email. When you subscribe or make an enquiry, we will add your details to our mailing list so that we can respond to you and keep you updated on our services.

You can change the way we communicate with you or withdraw permission for us to process personal details at any time. If you wish to change the way we communicate with you or submit a request in line with data protection rights please contact us [enquiries@arhm.org](mailto:enquiries@arhm.org)

V1 May 2018

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