Professional Development Programme Privacy Policy

The ARA's professional development programme is a competency based process through which ARA members qualify as Foundation or Registered Member of the ARA, or as a Fellow of the ARA.

This privacy policy will explain how the ARA uses the personal data we collect from you during the application and assessment process. This is in line with guidance from the Information Commissioner's Office (ICO) concerning the General Data Protection Regulation (GDPR)[1].

1. What data do we collect?

We collect the following data as part of the application process;

- Personal identification information (name, email address, phone number, employment details).
- Information relating to your current and previous employment (details of projects, work experience).
- Information relating to any voluntary work or activity.

2. How do we collect your data?

Once you have registered with the professional development programme website https://archivesandrecords.smapply.io, your application for Foundation, Registered or Fellow status, or CPD Review, provides us with the data.

3. How will we use your data?

We collect your data in the form of an application or CPD Review. We do this so that we can assess your application or CPD Review once it has been submitted for assessment. The data contained within your application or CPD Review provides us with the information we need to decide whether your application or CPD Review meets the required standards, as set out in the professional development programme guide[2]. Personal information is viewed securely by Assessors as part of the assessment process and Assessors delete all such information immediately upon completion. We use some data in anonymised form for statistical and quality control purposes and for the administration of professional development initiatives.

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[1] https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/

[2] https://archivesandrecords.smapply.io/res/p/programme-guidance/ (sections 2 and 6)

4. How will we store your data?

Your data is securely held in the professional development programme website. The website is hosted by Survey Monkey Apply. Further information on Survey Monkey Apply's GDPR compliance is available from the Survey Monkey Apply website[3].

Successful applications for Foundation, Registered and Fellow status, and CPD Reviews, will be held securely by the ARA for the duration of your membership with us. Once you leave membership of the ARA your application and CPD Review data will be deleted from the programme website.

All successful applications and CPD Reviews will be kept with your member record in accordance with the ARA's retention schedule.

5. What are your data protection rights?

We want to make sure you are fully aware of all your data protection rights. Every candidate using the professional development programme website is entitled to the following rights in accordance with GDPR guidelines;

- **The right to be informed.** This policy outlines what personal data we will collect from you, how we will collect it and how we will use it for ARA's professional development programme.

- **The right to access**. You have the right to keep a copy of your application or CPD Review from the programme website. You can do download a copy from the programme website at any time.

- **The right to rectification.** If you notice that any of your personal data is incorrectly recorded, you have the right for it to be amended. Please contact chris.sheridan@archives.org.uk.

- **The right to erasure.** We keep your information for the duration of your membership. You have the right to be forgotten and therefore can request your personal data be permanently erased. However, this would mean that we are no longer able to award you Foundation, Registered or Fellowship status. Please contact chris.sheridan@archives.org.uk if you wish to exercise this right.

- **The right to restrict processing.** Your personal data will only be used in the assessment of your application for Foundation/Registered/Fellow status or CPD Review. We use some data in anonymised form for statistical and quality control purposes and for the administration of professional development initiatives.

- **The right to data portability.** Although your personal data is held on the programme website, Assessors may need to download this information in order to assist them with the assessment process. For this reason, all Assessors are asked to sign a confidentiality agreement. Copies of the agreement are available from chris.sheridan@archives.org.uk.

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[3] https://www.surveymonkey.com/mp/gdpr/?ut_source=content_center&ut_source2=surveymonkey-committed-to-gdpr-compliance&ut_source3=inline&ut_ctatext=here

- **The right to object.** You have the right to object as to what personal data is collected and how it is processed. In such circumstances, please contact chris.sheridan@archives.org.uk

- **Rights in relation to automated decision making and profiling.** None of your personal data collected as part of the assessment programme is used for these purposes.

6. Privacy policies of other websites

Our privacy policy only applies to the professional development programme website.

7. Changes to our privacy policy

We keep our privacy policy under review and updates will be added to this document. This policy was produced in October 2019.

8. How to contact us

If you have any questions about the ARA's privacy policy or the data we hold on you, then please contact us.

Email us at chris.sheridan@archives.org.uk

Call us on 07377 940696

Or write to us at: Archives and Records Association (UK & Ireland), Prioryfield House, 20 Canon Street, Taunton, Somerset. TA1 1SW

9. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that the ARA has not addressed your concerns in a satisfactory manner, you may contact the Information Commissioner's Office.

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