

Traumatic Incident Reduction Association Privacy Statement

The Traumatic Incident Reduction Association (TIRA) is a voluntary Association of members who have successfully completed one or more of the Applied Metapsychology International (AMI) professional skills workshops with a Certified Trainer and friends and supporters of AMI.

TIRA is administered under the auspices of AMI. Personal information that TIRA collects, processes and stores relate to members only. TIRA is committed to the open, transparent, and respectful use and protection of personal information of all members.

When applying to join TIRA we obtain your consent to collect, process and store your personal information for the specific, explicit, and legitimate purposes set out in the following section '*How we use your personal data*'.

How we use your personal data.

- To verify your eligibility to join The Traumatic Association Reduction Association (TIRA) and the TIRA Members-Only Online Discussion group. Verification is a manual process on a shared database with AMI and does not involve the transmission of personal information.
- To enable an optional listing as a TIR Practitioner on this website. Such listing includes a contact link and does not disclose members' contact details. Members may request that their own organizational website be published. Uniform Resource Locator details are given in full.
- To provide you with the information, product, or service you have requested.
- To process membership fees and renewals, payments for products or services and to receive charitable donations.
- To track membership expiration dates to remind you when it is time to renew.
- To send you up-to-date information related to topics and themes of AMI workshops, and news relevant to you either by newsletter or by email.
- To stay connected with you in the ways that you have requested or agreed to.
- To keep a record of our relationship with you.
- To notify you about changes to our services.
- To provide you with other information by post, telephone, or email, which we feel may interest you. This may include newsletters, information in relation to TIRA proceedings we think you may be interested in attending, for example fundraising and unique events.

Our legitimate interest to collect and use your personal information does not materially impact your data protection rights.

Some examples of the type of information we may collect and hold about you are as follows:

- Your full name and your title
- Name you like to be called
- Postal address
- Telephone number(s)
- Email address
- Records of your correspondence with us
- Bank or credit card details. Such details are not retained after processing

TIRA will only use the personal information that you provide.

We do not collect sensitive personal data such as age, date of birth, financial status, religious, political nor philosophical opinions, racial or ethnic origin, trade-union membership, sexual orientation, or biometric or genetic data.

We do not combine personal data you provide to us with any personal information available from external publicly available sources such as company websites, published articles or social media sites.

We ask to be informed of any change to the personal information that we hold so that we can maintain accurate and up-to-date records.

Data sharing

We do not share your information with other parties unless you request that we do so or in the unlikely event that we receive an official request not to delete your data or to transfer the personal information relating to you for such purposes as health and safety, the detection and prevention of crime and safeguarding data protection laws. TIRA will notify you by email and work to determine the legitimacy of such a request.

Data storage and protection

TIRA is committed to ensuring that there are appropriate technical controls in place to protect personal data collected including protection from misuse and unauthorised access. Your information once collected is only accessible by staff who are bound by appropriate policies and procedures to protect your information.

We use a variety of security technology and procedures to help protect your personal information from unauthorised access and use. Examples of these are shown below.

- Email encryption. Personal information is obscured so that it cannot be read without special knowledge, such as a password or code.
- Controlling access to systems and networks as this allows us to stop people who are not allowed to view your personal information from having access to it.
- Training our organization so that everyone is aware of how to manage personal information and how and when to report when something goes wrong.

- Regular testing of our knowledge and expertise, including our ways of working, and keeping up to date on the latest security updates.

Transmission of personal data via the internet is not completely secure. We therefore recommend online security software for all your internet use.

Data retention

TIRA will retain personal data for as long as there is a need to do so in connection with the purposes for which it was collected. We may keep personal data after a particular matter or exchange has concluded for record keeping purposes and to be able to respond to queries.

If an individual opts out of receiving TIRA communications, we may retain certain details, such as name and email address, and a record of the opt-out request to preclude sending unwanted communications.

Your rights

In certain circumstances you have a right to require us to limit or restrict processing your personal data in a particular way including rights to:

- Access in a portable format to the information we hold about you.
- Rectification of your personal information where data is inaccurate or incomplete.
- Erasure of your personal information, subject to our need to record such a request.
- Object to certain types of processing, for example to provide you with other information which we feel may interest you.

If you would like to exercise any of your rights detailed above, please contact our administration team at admin@tir.org. We will act in accordance with your instructions as soon as reasonably possible and there will be no charge. Please state “Personal information request” in the subject line of your email.

Any questions?

We hope this Privacy Statement has been helpful in setting out the way we manage your personal data and your rights to control it. If you have any questions that have not been covered, please contact our administration team who will be pleased to help you at admin@tir.org.

To complain about an alleged breach of this Privacy Statement or our legal privacy obligations, please provide us with as much detail as possible in relation to your complaint. We will take any privacy complaint seriously and any complaint will be assessed with the aim of resolving any issue in a timely and efficient manner.

If we have not come back to you or you are not satisfied with the response that you receive, you may submit a complaint to your local or national data or personal information protection agency.

Changes to this Privacy Statement

Please read this Privacy Statement carefully to understand our practices regarding your personal data and how we will collect, use, store and secure such data. We may update this Privacy Statement from time to time and will inform you of any significant changes.

TIRA Privacy Statement

Dated....

(Preliminary and tentative for discussion purposes only)