

Privacy & Data Protection

Written by Ainsley Macadam

Friday, 25 May 2018 12:13 - Last Updated Monday, 11 March 2019 20:39

The Guild of Unani-Tibb (T.G.U.) was formed to support the responsible development of traditional medicines and therapies around the world, particularly Unani-Tibb traditional medicine and its associated practices.

The T.G.U. is a membership organisation, with an elected governing committee, based in the U.K. and as such is subject to the General Data Protection Regulation of the UK. This Regulation is also observed in the EU.

General membership is offered following an application and qualification process. Continued membership is monitored and permitted by the Committee based on the Member's respectful adherence to the Safeguarding Policy and the Code of Ethics and Practice. By entering into the process of joining the Association potential members accept that they must share qualifying information about themselves and that this information will be kept on record for future reference as part of the membership application/qualifying process, as part of the monitoring process and in support of the Safeguarding Policy. Any individual who is unwilling to satisfactorily supply information for completing the Application process will be unsuccessful in their application for membership.

The individual responsible for Members' data protection and privacy is the Secretary - currently Ainsley Macadam.

From the point of initial contact information is collected and stored so the T.G.U. can ensure we provide a well-regulated and responsible Guild. Necessary information collected will include (and is not limited to); name, contact details, address, qualifications held and copies of certificates, insurance details, business details and practices (i.e. services offered). By joining the T.G.U. you consent to your information being collected and stored as part of our practices. All paper based information is stored in lockable storage and key holders are controlled. All IT based information is password protected and passwords are reviewed regularly.

Via the website, other personal information we collect might include your name, address, email address, IP address and information regarding which pages are accessed and when. Our website is not linked to any 3rd party website and any information gathered via input or cookies is solely for the use of the T.G.U.

Membership payments will be made via cheque or bank transfer. No Member bank/card details are necessary and are therefore, not taken or stored.

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T.G.U. may use your information to:

- **Inform you of Guild meetings and events**
- **Refer potential and existing patient enquiries to you**
- **Ask for your opinion on services we provide**
- **Notify you of changes to our services**
- **Send you communications which you have requested that may be of interest to you**

- **Send you details of associated organisations, their offers, products & courses/CPD opportunities etc.**
- **Invite you to support the work of other T.G.U. members, in their own practice or in the community**
- **Invite you to associated events and events of interest**
- **To share news, updates etc.**

As a supportive membership based Guild the T.G.U. will never sell or rent your information to third parties. We will never share your information with third parties for marketing purposes.

The T.G.U. will not share Member contact information with other T.G.U. Members unless permission to do so has been given or, in the event of a complaint or similar, a Committee member is required to contact the Member directly.

In the event of a necessary discussion with a partner Practitioner or external healthcare provider we will seek your permission to share your contact information beforehand or in the event of a complaint a Committee Member will discuss with you beforehand, in-line with our Safeguarding Policy and Code of Ethics and Practice.

In the event of a Police investigation we will be obliged to share Member information.

You have the right to ask for a copy of the information we hold about you. There is no charge to have a copy of this information.

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It is important to ensure your data is as accurate as possible. We therefore ask that you inform the Secretary of any changes as soon as is possible.

Should a T.G.U. Member leave the Guild their information will be kept on file securely and indefinitely to fulfil our Safeguarding Policy and Code of Ethics and Practice responsibilities.

Complaints Procedure

If you have a complaint or a comment on how we handle your personal data then please contact the Secretary directly and we will investigate the matter. If you are not satisfied by our response you can complain to the Information Commissioner's Office (ICO) by [clicking here](#) .

This Policy was last updated in May 2018.