



# *International Federation of Aromatherapists*

## **PRIVACY POLICY NOTICE**

### **1. INTRODUCTION**

This privacy notice outlines the International Federation of Aromatherapists (IFA) commitment to protecting and respecting your privacy and sets out the basis on which any personal data the IFA collects from you, or that you provide to it, will be processed.

### **2. DATA CONTROLLER**

The IFA is a registered data controller registered with the Information Commissioner's Office, reference number ZA067772

We collect and process data in accordance with our published [Data Protection Policy](#).

For all data and privacy matters please contact the IFA's Data Protection Officer Keely Eleftheriou at [office@ifaroma.org](mailto:office@ifaroma.org).

### **3. PROVIDING YOUR PERSONAL DATA**

You are under no statutory or contractual requirement or obligation to provide the IFA with your personal data. But failure to do so will have the following consequences:

- You will not be able to register with the IFA in any capacity
- You will not be able to raise a complaint with the IFA
- You will not be able to receive updates or notifications from the IFA
- You will not be able to purchase any products from our shop
- The advice provided to you will be restricted

### **4. PURPOSE OF THE DATA WE COLLECT**

We will only use your personal data with the consent of the data subject and when the law allows us to do so. Most commonly, we will use your personal data in the following circumstances:

- Processing necessary for the performance of the IFA's regulatory function or to take steps to register you with the IFA
- Processing necessary for compliance with our legal obligation
- Processing necessary to fulfil an order through our shop
- Processing necessary to protect the vital interests of you or another person
- Processing necessary for providing information in the public interest
- Processing necessary for the purposes our legitimate interests or that of a third party

### **5. SCOPE**

The IFA processes personal data predominantly about those who are registered with it, those who have applied to register with it, those who are no longer registered with it and those employed by us to fulfil our regulatory responsibilities. The IFA holds data about a practitioner's health and criminal convictions if they have given it this information, or if the police have notified it of a conviction. Your personal data is processed for one or more of the following purposes:

- To decide eligibility for membership
- To decide eligibility to be an approved course provider



# *International Federation of Aromatherapists*

- To decide eligibility to be an approved teacher
- To decide eligibility to be enrolled on an IFA qualification
- To decide eligibility to be a Board or Committee member
- To decide eligibility to be an IFA Quality Assurance Assessor
- To enable the public to check our register of qualified practitioners and their status
- To enable the public to source and check an approved qualification provider and their status
- To enable the public to source and check an approved teacher and their status
- To administer, maintain and update the practitioner, teacher and qualification provider registers
- To process and respond to enquiries about aromatherapy and training
- To respond to complaints received about a registrant/teacher/approved qualification provider
- To process attendance at events convened by the IFA
- To communicate with registrants and customers about news, updates and events
- To process and dispatch orders made through the IFA's online shop
- To conduct surveys
- To analyse trends and compile statistics
- For audit purposes

## **6. SPECIAL CATEGORIES OF DATA**

Any information you have given explicit consent to provide about your DOB, ethnicity, disability or gender will only be used for the purpose of statistical analysis and reported in an anonymised form on the diversity of registrants or in accordance with the Equal Opportunity and Diversity policy/Reasonable Adjustment and Special Considerations Policy for learners to access IFA Qualification(s). If a copy of your health records is required to assist an investigation into a complaint, you consent to your health record being provided to the Disciplinary Committee.

## **7. SHARING YOUR PERSONAL DATA**

### **THIRD PARTIES**

Your personal data will be treated as strictly confidential, and will be shared only for the following purposes:

- When required to do so by law
- When it is in the public interest to do so
- When the Professional Standard Authority (PSA) requires us to disclose details of any complaint against you
- When you have given consent for us to do so
- To register trustee board members with the Charity's Commission and Companies House
- In response to enquiries about IFA qualifications
- Disclosure and Barring Scheme

We may also share your personal data with professional associations that are holders of Accredited Registers or statutory health and social care regulators.

### **PUBLIC REGISTER**

The IFA shares with the public the following information about its registrants on its online search as part of our regulatory responsibilities and which you have provided and consented to being shared:-



# *International Federation of Aromatherapists*

- Full name
- IFA membership number
- Qualification/Category of membership status
- City, county country and postcode of workplace (this information can be your home address details if you do not have a separate practice address and/or have not updated your website profile. Details are initially imported from the details provided on your membership form.)
- Telephone number(s)
- Email
- Website
- Any current sanctions imposed on you for the time period as detailed in the decision of the Adjudication Panel
- Profile (for Board and Committee members, Specialist Advisors and Quality Assurance Assessors)

## **8. FURTHER PROCESSING**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for a new purpose, we will notify you prior to commencing and we will explain the legal basis which allows us to do so, setting out the relevant purposes and processing conditions.

## **9. HOW LONG IS YOUR PERSONAL DATA KEPT?**

We retain data for the periods of time necessary for us to perform our duty to protect the public, always acting in the public interest. Your personal data is kept for no longer than reasonably necessary. Please see our [Data Retention and Disposal Policy](#).

## **10. YOUR RIGHTS TO YOUR PERSONAL DATA**

See subject access requests under the Data Protection Policy

## **11. DIRECT MARKETING**

Data subjects have the right to reject marketing emails and newsletters from the IFA by 'opting out'. When a data subject exercises their right to reject marketing the IFA will desist immediately from sending further communications.

## **12. COOKIES**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see [Cookie Policy](#).

## **13. THIRD-PARTY LINKS OUTSIDE OF OUR CONTROL**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.



# *International Federation of Aromatherapists*

## **14. CHANGES TO THIS PRIVACY POLICY**

Any changes we may make to this Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this Privacy Policy.

## **15. HOW TO MAKE A COMPLAINT**

To exercise all relevant rights, queries or complaints please in the first instance contact the IFA's Data Protection Officer Keely Eleftheriou at [office@ifaroma.org](mailto:office@ifaroma.org). If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](#).