

Privacy Policy

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Policy prepared by:	Director of Governance and Risk
Policy owner:	Director of Communications
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Brief summary of changes since previous version:	Minor
Queries about the interpretation or application of this policy:	Contact Email: communication.lead@ukbhc.org.uk

1. Introduction

The UK Board of Health Care Chaplains (UKBHC) is committed to protecting and respecting your privacy. This policy outlines how we collect, use, and protect your personal data. Any personal data we collect will only be used as permitted by law.

2. What is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection act 2018 (collectively, "the Data Protection Legislation") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular reference to an identified'. In simple terms it means any information about you that enables you to be identified.

3. Data We Collect

We may collect and process the following data about you:

- Personal identification information (name, email address, phone number, etc.)
- Professional information (job title, employer, professional qualifications)
- Communication data i.e. identification numbers, electronic location data and other online identifiers (emails, letters, phone calls)
- Any other information that you may provide to us
- Usage data (how you use our website and services)

4. Your Rights

You have the right to:

- To be informed about our collection and use of your personal data. The UKBHC Privacy Policy should tell you everything you need to know but if you seek further information, please do not hesitate to contact us – see section 11 'Contact us' below
- Access the personal data we hold about you – see section 9 below
- Request correction of any inaccurate data
- Request deletion or otherwise dispose of any personal data we hold on you under certain conditions
- The right to restrict (i.e., prevent) the processing of your data
- The right to object to UKBHC using your personal data for a particular purpose or purposes
- Object to the processing of your data
- The right to withdraw consent

5. How We Use Your Data

We use your data to deliver and improve our services and website. In addition:

5.1 Registered chaplain or prospective registrant – this includes all categories of registration/membership including, but not limited to, registrant, associate/student membership, , former chaplain and potential registrant. We use your data to:

- Maintain and update the register of healthcare chaplains
- Communicate with you regarding your registration/membership and professional development (including providing information about relevant events/conference/trainings/workshops, news, consultations or publications and/or provide updates with regard to national issues)
- Communicate with you in relation to work you might carry out on behalf of the UKBHC (i.e., work as a professional appointment advisor or a placement supervisor)
- Ensure compliance with professional standards and regulations

5.2 Members of Academic Institutions, Educational Bodies, Professional Bodies, Healthcare Bodies. We use your data to:

- Network and keep individuals informed about our work and events
- To provide services, or information requested by individuals

5.3 Communication Subscriber.

- Keep you informed about our work and events

5.4 Complainant. If you raise concerns about a chaplain with us, we can use the information you give us to investigate those concerns. In some situations, we may need to share your information with other people and organisations responsible for maintaining patient safety. For more information about how we handle personal data in the context of fitness to practise proceedings see our making a complaint guidance. We use your data to:

- Consider complaints made against registered chaplains in relation to the Code of Conduct
- Keep you informed about the process

5.5 Lawful basis for processing your information:

- To fulfil our legitimate interests and the performance of a task carried out in the public interest
- Consent

5.6 How long we will retain your information:

5.6.1 Registered chaplain or prospective registrant. We will retain your data for as long as you are registered as a chaplain and for up to 10 years after you retire unless we are required by law to retain for a longer period.

5.6.2 Members of Academic Institutions, Educational Bodies, Professional Bodies, Healthcare Bodies. We will retain your data for as long as you are in your current role and for up to 3 years after you move or retire unless we are required by law to retain for a longer period.

5.6.3 Communication Subscriber. We will hold your data for a period of up to 2 years after you cease to subscribe to our communication.

5.6.4 Complainant. We will retain your data for the duration that a complaints procedure is open and for up to 10 years after unless we are required by law to retain for a longer period.

6. Cookie Notice

When using our website, the personal information we collect might include your IP address, what pages you may have visited on our website, and when you accessed them (as part of our analytics report). Our site uses cookies to improve your experience, and they are used for targeted advertising purposes.

7. Data Sharing

We may share your data with:

- Regulatory bodies (e.g., Professional Standards Authority) as declared on your annual CPD return
- Employers and professional advisers
- Service providers who assist us in our operations

8. Data Security

We implement appropriate technical and organizational measures to protect your data against unauthorized access, alteration, disclosure, or destruction, for example:

- We store your personal data on secure servers
- Access to your personal data is limited to authenticated and approved staff

For more information on how we protect your information please contact us using the details below.

9. How To Access Your Personal Data

If you wish to know what personal data we have about you, please ask for details of that personal data and for a copy of it in writing, including proof of your identity and address and send to the email address shown in section 11 below. We will respond to your request within 28 days and not more than one month of receiving the written request.

If you wish to notify us of inaccuracies in your data you should put your request in writing, including proof of identity and specify the information that is incorrect and what it should be replaced with.

If you have any concerns or questions as to the way in which we process your information, please do contact us. In addition, you have the right to bring a complaint with the Information Commissioner's Office, and your rights is available to read [here](#).

10. Changes to This Policy

We may update this policy from time to time. This may be necessary, for example, if the law changes, or if we change operations in a way which effects personal data protection. Any changes will be posted on our website, and where appropriate, notified to you by email.

11. Contact Us

If you have any questions about this policy or your data, please contact the UKBHC at:

- Email: communication.lead@ukbhc.org.uk
- Address: UK Board of Healthcare Chaplains
C/O Windsor House
Station Court
Station Road
Great Shelford
Cambridge
CB22 5NE