

**EPA UK/EU
GENERAL DATA PROTECTION
REGULATIONS POLICY**

EPA UK/EU PRIVACY POLICY

The EPA UK/EU takes the responsibility for managing the personal information you provide to us through use of the EPA International website and through your membership with the Esoteric Practitioners Association (EPA) very seriously and we are committed to ensuring your privacy is protected and adheres to the General Data Protection Regulations and Data Protection Act of 1998 for the United Kingdom and European Union. This policy explains how, when and why we collect your personal information during the course of your use of this website and as a part of your relationship with the EPA and how it applies to these regulations. If you are accessing this site from another country, the commitment to these regulations will still apply.

SUMMARY

- We only collect personal information you have consented to provide, and you may withdraw your consent at any time. You can contact us at any time using the details provided below.
- We are committed to acting promptly and respectfully to any request you have to view, amend or delete any personal information we hold about you, and equally any request to join or withdraw from any mailing lists we manage.
- We will not sell your personal information to a third party and will only share your personal information without your consent in response to requests by law enforcement agencies.
- We will not send you marketing or service information material unless you have given us permission to do so.
- Any marketing and service information material will contain an opt out 'unsubscribe' option that you can select at any time you elect to be removed from our mailing list.
- We will protect your personal information. In order to prevent unauthorised access or disclosure we have put in place robust physical, electronic and managerial procedures to safeguard and secure the information we collect both online and offline.
- We will retain your information for only as long as is necessary.
- We review our Privacy Policy regularly and any updates will be posted on this page and in relevant policy communications.

INFORMATION WE COLLECT

We collect information provided to us by EPA members about themselves for the purpose of being listed on the website and promoting their services and affiliation with the EPA, and contact information provided by public users of this website who wish to contact an EPA member or subscribe to our newsletter.

EPA Members may provide us with:

- Contact information
- Location
- Other information consented to provide for the members' listing pages

Members of the public may provide us with:

- Email address
- Name

COMPLIANCE WITH THE LAW

We only will disclose your personal information without your consent where required to do so by law or subpoena or if we believe that such action is necessary to comply with the law or the reasonable requests of law enforcement in line with legislation.

HOW WE USE THE INFORMATION YOU PROVIDE TO US

We will gather the information you provide us with in order to make your EPA member status known (if you are a member) or to enable you to contact an EPA member (if you are a member of the public). We may also use anonymised IP address information as part of website analytics (Google Analytics), however this is not traceable to an individual.

In addition, we may use the information provided to us by members for:

- Internal record keeping
- We may use the information to improve our services.
- We may periodically send emails (not of a marketing nature) only to members or subscribers to our newsletter about news or developments with the EPA or other information which we think you may find interesting using the email address which you have provided.

We may use the information provided to us by non-members for:

- Internal record keeping
- Sending periodic emails (not of a marketing nature) with information we think you may be interested in or newsletters as consented to as part of your subscription to our newsletter

RETENTION OF YOUR INFORMATION

We will retain the information you provide us only as long as is necessary.

Members of the public who wish to contact an EPA member through our website will have a record of their message retained for one (1) year.

Information provided to us by EPA members will be retained for 10 years after the end of their membership for accredited professional practitioner members, and one (1) year after their membership has ended for all other EPA members.

If you unsubscribe from our newsletter we will remove your details from our subscription list immediately. You can unsubscribe from our newsletter by using the Unsubscribe function at the bottom of our emails, or by sending an email to office.uk@epa-international.com with the word "Unsubscribe" in the subject.

SECURITY

The security of your personal information is important to us, but please be aware that no method of transmission over the internet, or other method of electronic storage is 100% secure. We will do our best to protect your personal information and to prevent unauthorised access to your data, however we cannot guarantee its absolute security.

INTERNATIONAL TRANSFER

Your information, including personal information, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside United Kingdom and choose to provide information to us, please note that we may transfer your information, including personal information, to the United Kingdom and processes it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

LINKS TO OTHER SITES

Our website may contain links to other sites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

CHILDREN'S PRIVACY

We do not knowingly collect personally identifiable information from children under 13. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us. If we discover that a child under 13 has provided us with personal information, we will delete such information from our servers immediately.

HOW TO CONTROL YOUR PERSONAL INFORMATION

We will not sell or transfer your information to any third parties. We will regularly review the information that we hold about you, but should you feel that any information we hold about you is incorrect or incomplete please email office.uk@epa-international.com and we will correct it.

When completing a web form on EPA International's website or sent to you by EPA International you can either tick an opt-in box indicating that you wish for your information is to be used for any marketing purposes or by e-mailing office.uk@epa-international.com.

There is a safe unsubscribe tick-box on every email sent to you by us. Simply select the unsubscribe option and your request will be updated.

If you have previously agreed to receiving notifications, newsletters and/or marketing information and no longer wish to, or if have opted out of receiving this information but have been sent such information, please email office.uk@epa-international.com stating 'unsubscribe' and your request will be updated.

You may request details of the personal information we hold about you. You can do so by emailing office.uk@epa-international.com and we will provide all we hold about you. There is no charge for providing this information.

If you have any questions, concerns or complaints about how we process your personal information, please contact:

EPA UK/EU Data Protection Officer For the United Kingdom and European Union:

Rowena Stewart

Email: office.uk@epa-international.com

Post: PO BOX 5183

Frome, Somerset

BA11 3EW United Kingdom

For Australia and other countries:

Email office.au@epa-international.com