

Mental Health Tribunal Member's Association

Privacy Notice Final March 2024

Our contact details

Name: MHTMA

Address: Larch House, Parklands Business Park, Denmead PO7 6XP

Website: www.mhtma.org.uk

The type of personal information we collect

We currently collect and process the following information:

Name, email address (personal and/or eJudiciary), Type of Tribunal appointment (legal, fee paid or salaried; medical or specialist) Region, Phone numbers (optional).

How we get the personal information and why we have it

Most of the personal information we process is provided to us indirectly by you via our website for the following reason:

- To provide the service of the membership organisation as set out in the Constitution of MHTMA

We use the information that you have given us in order to

- Create a membership list that is used to communicate with our members and represent their collective views
- Effect liaison and co-operation with the MHT judiciary and MHT administration
- Promote the efficiency and effectiveness of our tribunal service
- Promote the advancement and dissemination of knowledge about MHTs amongst our members
- Create a membership directory that can be accessed on the website by current members so that they can communicate with each other

We share this information with

- Ministry of Justice/Tribunals Service for verification of applicant's appointment to Tribunals panel
- the Association's Administrator and duly authorised members of the Executive Committee for the purposes of direct contact with the members
- Mailchimp through whom mailings are sent out

- the contractor employed by the executive Committee to maintain the security and functioning of the website, who has access to the membership list to the extent necessary to maintain the website regularly
- current members have access to the information on the Membership Directory (name and appointment type only) through the website

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

(a) Your consent for the Membership Directory information. You are able to remove your consent at any time. You can do this by contacting us through the website contact page.

(b) We have a contractual obligation for which we use the Membership list information, on the basis that we take your membership fee and provide a service in return as set out in the Constitution, including the need to verify your appointment with the Tribunal service.

How we store your personal information

Your information is securely stored. The agreement with the contractor who manages the website for us clearly states the contractor has responsibility for maintaining the security of all members' personal data.

No other copies will be made or stored elsewhere, with all administrative functions accessing the membership list through the website.

Currently our website is hosted by dscreative, whose policies and security information can be found on the following links

<https://dscreative.co.uk/privacy-policy/>

<https://dscreative.co.uk/website-security/>

Email communication is managed through mailchimp, whose security information can be found on the following link

<https://mailchimp.com/about/security/>

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us through the contact page on the website if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us through the contact page of the website.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>