



The Network Code of Ethics is the fundamental point of reference and lens through which the Network's suite of policies should be viewed. The intent of all policies of The Network is to utilise language which aligns with the trauma lens, vision and values; safe, person-centred, kind, collaborative and empowered. As a learning space the network is committed to the ongoing development and improvement of our work to ensure that this is the case. Policies are regularly reviewed and membership feedback is welcomed as part of this process.

Trauma Informed Plymouth Network (CIC) Privacy Policy

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679). For further advice please use the following link to the Information Commissioner's website [Guide to Data Protection](#)

If you have any concerns or wish to raise a complaint, then please contact our Network Coordinator through the contact page on our website or by email: info@tipn.org

The purpose of this privacy policy

This privacy policy covers The Trauma Informed Plymouth Network's collection, processing and storing of users' data from our digital platforms, including this website, The Network mailing lists and social media platforms. It contains our commitments to keeping users' data safe and information to help users understand and make decisions about their interactions with The Network. We respect your privacy and seek to protect the privacy of all those who have contact with The Network. This website complies with all UK national laws and requirements for user privacy.

The type of personal information we collect and how we use it

We currently collect and process the following information:

- Basic personal information, including names and contact details of those individuals who are Network members, those who attend training, other events, meetings, and conferences organised by The Network, and those who supply services to or who are in a contracted relationship with The Network.
- Periodically we may undertake member surveys or questionnaires to understand the wider reach and demographics of The Network. Where these are utilised, we will advise you about any explicit data privacy implications.
- Website user statistics to help develop the website and the wider Network offering.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you and with your consent. Occasionally The Network may be passed your contact information by



The Network Code of Ethics is the fundamental point of reference and lens through which the Network's suite of policies should be viewed. The intent of all policies of The Network is to utilise language which aligns with the trauma lens, vision and values; safe, person-centred, kind, collaborative and empowered. As a learning space the network is committed to the ongoing development and improvement of our work to ensure that this is the case. Policies are regularly reviewed and membership feedback is welcomed as part of this process.

a third party, for us to connect to you. In these circumstances your information will be used to enable initial contact and will not be retained without your consent.

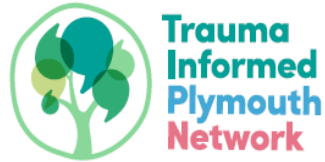
Membership or Information enquiries – You may contact us seeking to find out more about The Network or wishing to join us. This could be through direct contact with The Network coordinator, a Network director, or through our website. We will only require and process the most basic data in these circumstances such as your name and email address. We will retain your data as a member until you advise us that you no longer want to be part of the network. From August 2024 we will review our membership data every two years to ensure it is current. Where you have contacted us for an enquiry and not become a member, we will not retain any of your personal data other than what is contained in your email correspondence. Email correspondence will be retained for no longer than five years if you're not a member of the Network. The Trauma Informed Plymouth Network uses Mailchimp to support this process.

Events and training

When you book to attend an event run by The Network, we will take the data necessary to ensure you can attend and participate in the event, such as your name, email address, job title, dietary requirements, and any access requirements. Unless you expressly inform us, we can continue to communicate with you about the event (such as by signing up at the event or requesting contact online), we will only use your data to send you reports issuing from the event you have attended. We will retain your data for approximately one year after the event unless you have signed up to receive any ongoing communications from The Network or have joined The Network as a member.

Website Use of Cookies

This website uses cookies to improve the user's experience while visiting the website. Where applicable, this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device. A cookie is a text file that sits on your device designed to tailor website content for you or help a website's functionality work. Cookies make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and to personalise the content of the site for you. Our system will issue cookies to your computer when you log on to the site. However, you can set your web browser to refuse cookies. Some of the services we



The Network Code of Ethics is the fundamental point of reference and lens through which the Network's suite of policies should be viewed. The intent of all policies of The Network is to utilise language which aligns with the trauma lens, vision and values; safe, person-centred, kind, collaborative and empowered. As a learning space the network is committed to the ongoing development and improvement of our work to ensure that this is the case. Policies are regularly reviewed and membership feedback is welcomed as part of this process.

use such as Google Analytics, set cookies to allow us to gather anonymous data about your usage of our website. Browsers usually will allow you to refuse cookies, but this could have a negative impact on the usability of many websites.

External Links

The Network aims only to include safe and relevant external links on our website; however, users are advised to adopt a policy of caution before clicking any external web links as we cannot guarantee or verify the contents of any externally linked website. Users should therefore note they click on external links at their own risk and this website, and the Trauma Informed Plymouth Network cannot be held liable for any consequences or damages caused by clicking links to any external websites.

How we protect personal information

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit, and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant, and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

Agreed by The Board of Directors

Date: August 2024

Review Schedule: Annually