

# Metamorphic Association Privacy Notice

## Our contact details

Name: Metamorphic Association  
Address: Kemp House, 152-160 City Road, London EC1V 2NX, UK  
Phone Number: +44 (0)845 154 7222  
E-mail: office@metamorphicassociation.net

## What type of information we have

We currently collect and process the following information:

- Your Contact Details: Name, Address, Telephone Numbers, Email addresses
- Your Language preferences
- Your Metamorphic Association membership, educational events and workshops attendance and associated certification history
- Your membership status and information, for example as associate, practitioner, teacher

## How we get the information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- For Membership, Communication, Education and Metamorphic Association's Qualification purposes

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at office@metamorphicassociation.net
- (b) We have a legitimate interest

## What we do with the information we have

We use the information that you have given us in order to create and maintain accurate membership records for our communications with you, as a record of your membership, workshop, continued education events and qualification history.

We may share this information within the organisation for membership, administration, educational and workshop purposes.

We share our Practitioners' preferred public contact information via our website as part of our "find a practitioner or teacher" page. This is both to support our practitioners and enable the enquiring public to find, or verify that they have found, a suitably qualified Metamorphic Technique® Practitioner or Teacher.

## How we store your information

Your information is securely stored in our electronic membership database and information system.

We keep your information for the duration of your membership with us and keep historic records for which we have legitimate interest. We will then dispose your information by deletion.

## 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 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 information in certain circumstances.

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

**Your right to data portability** - You have the right to ask that we transfer the 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 at [office@metamorphicassociation.net](mailto:office@metamorphicassociation.net) if you wish to make a request.

### **How to complain**

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