



## **The Code of Conduct of the Rhythmical Massage Therapy Association UK**

We have appointed one of our staff\* as the Data Protection Lead. To contact this person, please send your enquiries to the following destinations, thank you.

Rhythmical Massage Therapy Association UK & Eire

Liz Binns % St Luke Therapy Centre, 53 Cainscross Rd, Stroud GL5 4EX

E: RMTAUKEIRE@GMAIL.COM

\*Volunteers/Contractors holding a position in the association although are not employed by the association should still follow all requirements as if an employee including this Code of Conduct.

Please see RMTA Code of Ethics for Registered Practitioners by the Association of Anthroposophic Therapeutic Art (RMTA) to its members as general guidance. These documents have covered well the themes of privacy and data protection which seem adequate also for RMTA staff members.

Please see ICO Data Sharing Code of Practice [↗](#)

Please see [additional notes](#) regarding data protection, IT, Confidentiality and Social Media:

### **Data protection**

The Data Protection Act 2018 comprises the data protection regime that applied in the UK from 25 May 2018. This regime supersedes any previous legislation. RMTA holds and processes information on its staff and other data subjects for commercial and administrative purposes. It will only collect and handle data for "consent" and "legitimate interest" and in compliance with the data protection regime above.

When carrying out tasks on behalf of RMTA as controllers, one must make sure there are enough guarantees from the data processors that RMTA works with and evidence must be recorded.

RMTA operates a zero-tolerance Clear Desk Policy and does not permit personal data to be left unattended on desks or in meeting rooms, or invisible formats, such as unlocked computer screens or on fax machines, printers etc. Access to areas where personal information is stored (both electronic and physical) are on a restricted access basis with secure controlled access functions throughout the building. Only staff authorised to access data or secure areas can do so. All personal and confidential information in hard copy is stored safely and securely.

If designated IT devices are not available:

- one must be sure the devices used are up-to-date with all software



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- Security software capable of preventing keylogging and spyware is installed and kept up to date.
- for access to the info@RMTA-uk.org account, use google chrome in incognito mode and do not sync the google drive contents to your private device.
- All staff must have adequate GDPR training and refresh the knowledge periodically.

### Confidentiality

RMTA is committed to the maintenance of the highest level of integrity in all its dealings with members, the public, and staff. This extends not only to commercial confidentiality but also to the protection of personal information received in the process of providing a service.

All information, knowledge and data acquired or processed by Employees by way of their duties belong to RMTA and may not be utilised, disclosed or divulged without prior and specific authorisation being granted by a superior.

Each Employee shall:

- obtain and process only the data that is necessary and directly related to his/her duties;
- retain said data in such a way that outside third parties are prevented from becoming aware of it;
- disclose and divulge data as part of procedures that are pre-established by the Group or with prior approval of the competent person;
- ensure that there are no confidentiality-related restrictions by virtue of relations of any kind with third parties.

RMTA for its part undertakes to protect information and data relating to its employees and to third parties and to prevent said information and data from being used improperly.

### Social media

Employees may use social media for work purposes (such as LinkedIn) or for personal use (for example, Facebook). Employees should not access social media for personal purposes during working hours. Any use of such social media must be respectful of RMTA's reputation and that of all its staff. Employees must not disclose confidential information when using personal social media.