



Creative Health

APPG on Creative Health Privacy Notice

The APPG on Creative Health processes your personal data for the purposes of maintaining and using a membership list, and keeping minutes of meetings.

The data controller is **National Centre for Creative Health (NCCH)** who can be contacted via:

C/O Alex Coulter, Director
National Centre for Creative Health (Registered Charity number 1190515)
E-mail: info@ncch.org.uk
Website: www.ncch.org.uk

The data which we obtain from you and process is

- Your name/title
- Email address
- Your role (eg MP for XXX)

We use this information to send you information about the APPG and its work, including meeting notices and minutes. If applicable: We may also record personal information about you, including your opinions, in minutes of meetings.

Our lawful basis for using this information is

- 1) Legitimate interests**
- 2) Consent**

We will share this personal data only with our contracted data processor(s), who is the National Centre for Creative Health (NCCH). This organisation is contracted to provide membership administration/a secretariat for the APPG.

Your information is securely stored and only accessed by NCCH in two ways;

1) In a password protected Hubspot database. You can read Hubspot's privacy policy here: <https://legal.hubspot.com/product-privacy-policy>

2) On cloud storage via a password protected google drive. You can read Google privacy policy here <https://policies.google.com/privacy>

We will hold this information securely and we will keep this information for five years from the date of consent. Rules also require APPGs to keep minutes and lists of internal and external members for five years.

Please also note that under the rules which Parliament has set for APPGs, the names of APPG members (but not their contact details) are published on the group's website or webpages or else provided to enquirers on request.

Alongside a yearly review of this Privacy Notice, the APPG Membership list will be reviewed and updated every three years, with personal information (such as email addresses) deleted off the secure storage systems (listed above) when it is no longer current, or when it is no longer required.

N.B If the APPG ceases to exist, the Chair will either keep the minutes, membership lists, and other information, as required by the House, and the statutory authorities, until 5 years have passed; or he/she must make arrangements for someone else to do this. If an APPG ceases to exist, or its secretariat changes, the Chair and Registered contact will make sure that the secretariat returns or securely destroys any personal data it holds on behalf of that group.

If you have questions about the use of your personal data or you wish to amend or correct it, you should contact the APPG'S Chair and Registered Contact whose details you can find from the [APPG Register](#), or in the first instance you can contact the Secretariat and Data Controller - NCCH.

If you would like us to stop holding your data, and delete it permanently from our records, please contact Alex Coulter, Director of NCCH to request this on info@ncch.org.uk (please put 'URGENT – Data Request' in the email subject). Your data will then be deleted within 30 days.

HOW TO RAISE A CONCERN

If you have any concerns about our use of your personal information, you can make a complaint to the Secretariat and Data Controller by contacting Alex Coulter, Director of NCCH on info@ncch.org.uk.

You can also complain to the Information Commissioner's Office ICO if you are unhappy with how we have used your data.

Date of notice: 5th November 2024