

## RETENTION POLICY

*Last Updated: 19<sup>th</sup> May 2025*

Thank you for visiting the Association for Simulated Practice in Healthcare.

Your privacy is important to us. This Retention Policy is where we explain to you how long we may retain personal information that is collected when you visit our site, [asp.h.org.uk](http://asp.h.org.uk), when you become a member of our association, or when you communicate with us.

This policy should be read together with our Privacy Policy which together with this Retention Policy describe the manner in which we handle your personal information when you visit our site.

For convenience, we have divided our data protection policies into three separate pages:

1. **Our Privacy Policy**

You can find our Privacy Policy [[HERE](#)] which explains generally how we collect, use, store, and protect your personal information.

2. **Our Retention Policy**

Our retention policy, which is this document, explains how long we may hold onto personal information collected or processed by us.

If you have any questions please do not hesitate to contact our appointed Data Privacy Officers, Fitwise Management Limited, at [privacyofficers@fitwise.co.uk](mailto:privacyofficers@fitwise.co.uk) or, if you prefer to call or write to us, then you can find our contact details at the bottom of this page.

### WHO WE ARE

We are the Association for Simulated Practice in Healthcare. We are registered in England as a limited liability company. Our registered number is 08815283 and our registered office is at 34 High Street Vesey Accounting Services Ltd, 34 High Street, Sutton Coldfield, West Midlands, England, B72 1UP.

But, for the purposes of this Privacy Policy, it's just easier if we refer to ourselves as "**we**".

### PURPOSE OF THIS DOCUMENT

The purpose of the Retention Policy is to explain what personal information we may collect about you when you visit our site, become a member of our association, communicate with us, or interact with our online services including the purpose of that collection, and how long we store that personal information for.

Our Retention Policy is broadly divided into four (4) sections:

- Our website;
- Our members details;

- Our events database; and

Depending on how you interact with us and our services we may collect different types of personal information about you. The duration that we retain that personal information will vary depending on how you interact with us. For example, we may retain information about you for a longer period of time if you have asked us to keep you updated about developments in the association or if you become a member.

The types of personal information that we collect, its purpose, and retention period is detailed in the tables below.

## OUR WEBSITE

This table details the personal information and we may collect about you on our site located at <https://aspih.org.uk/>

Type of Personal Information	Purpose	Retention Period
First Name	If you get in touch with us via our site then we will ask you for your first name. We collect this information to help us to get to know you better and to provide a personable service	Duration of inquiry*
Last Name		
E-Mail Address		
Telephone Number		

*\*If you become a member of ASPIH then we will retain personal information about you in accordance with our contract which we will provide to you in writing before providing you with our services.*

## MEMBERS DETAILS

This table details the personal information that we may collect about you when you register to become a member of our association.

Type of Personal Information	Purpose	Retention Period
First Name	To ensure we deliver membership services to you and to match your requirements	For the duration of your membership. Lapsed members will be retained for three years.
Last Name		
Job Title	Your name and email address will be shared with partner organisations who will utilise your details to deliver your member benefits on behalf of ASPIH.	
E-Mail Address		
Telephone Numbers		
Mailing Address / Location		
Work Address		
Professional Interests		
Qualifications		
Institution Name		

	<p>other organisations / companies. If co-hosts would like to use any of this personal data for direct marketing purposes, they will contact you separately to obtain your unambiguous and positive consent)</p>	
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## EVENTS DATABASE

This table details the personal information that we may collect about when you attend one of our events. The main purpose for this information is to help us get in touch with you and help answer any queries you may have about our association, our membership services, and any other events we may run in the future.

Type of Personal Information	Purpose	Retention Period
First Name	To ensure we can communicate with you about the event for which you have registered. If you would like to receive information about our future events you will be asked to opt in.	All event data will be retained for CPD purposes for 6 years. All mailing lists will be retained for 3 years.
Last Name		
E-Mail Address		
Telephone Number		
Address		
Dietary requirements		
Access requirements		
Next of Kin information (for use in an emergency)		
Conference demographic information questions (age, race/ethnicity, gender)		
Photo ID (students only)		
Biography (speakers only)		

## CHANGES TO OUR RETENTION POLICY

We may need to change this Retention Policy if it's necessary for legal reasons or to reflect changes to our site and services or the purposes for which we may wish to collect and process your personal information. In any case, the provisions of this Retention Policy may be changed without prejudice to your rights. When we change our Retention Policy we will make the updated Retention Policy available on our site and we will also update the "Last Updated" date.

Once we change our Retention Policy, we will use our reasonable efforts to inform you. This may include asking you to agree to the updated Retention Policy before we process further information about you or it may require us to suspend access to parts of our site until you agree to the updated Retention Policy – we will only restrict access to parts of our site where we deem it is necessary for us to collect or process personal information about you. If you have an account on our site then we may reset your login and seek new consent if there is a change in the purpose or duration that we retain your personal information.

You're welcome to contact us if you have questions about the changes.

## CONTACT US

This Retention Policy was prepared with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of our retention of your personal information. However, we are happy to provide additional information or explanation needed.

If you have any questions, comments or requests regarding our Retention Policy then please do not hesitate to get in touch with us. To make things easier for both of us we would appreciate it if your queries were addressed to:

**Data Privacy Officers  
Fitwise Management Limited  
Blackburn House  
Redhouse Road  
Seafield, Bathgate  
West Lothian  
United Kingdom**

or

[privacyofficers@fitwise.co.uk](mailto:privacyofficers@fitwise.co.uk)

or

**Telephone: +44 (0)1506 811077**