

# ENOTHE

European Network  
of Occupational Therapy  
in Higher Education



## **Data Retention Policy**

This website and all other ENOTHE literature are owned and operated by the European Network of Occupational Therapy in Higher Education (ENOTHE), a non-governmental organisation registered under Austrian Law. The organisation's address is Holmeistergasse 7 9 /2/1, A - 1210, Austria.

ENOTHE takes its responsibilities for data retention very seriously in order that it remains compliant with the General Data Protection Regulation (GDPR).

ENOTHE retains personal data for as long as necessary to fulfil the purposes for which it is /was collected, including any legal, accounting, reporting requirements.

Personal data can be further processed and stored for archiving in the public interest and for statistical and historical research purposes. When doing so we consider: any link to the initial purpose, the context the data was collected in, the nature of the data, consequences of further processing and the existence of appropriate safeguards. Stored data is not anonymised

## **Financial Records**

ENOTHE keeps financial records in line with statutory requirement, typically 7 years and may keep some records longer if there is a need to do so.

## **Membership Records and Data Base**

ENOTHE maintains a membership database for use in processing member services. It is updated annually with each year's member's details. The club securely archives membership records in perpetuity as these have historical and statistical value.

## **ENOTHE Constitution and Rules**

Previous year constitutions and charters are retained for their historical value and these may be displayed e.g. as part of commemorative exhibitions.

## **Past Annual Meetings**

Annual Meeting Programmes, Abstract books, projects and General Assembly papers provide information and statistics, in addition to forming an important historical record. These are retained in perpetuity.

# ENOTHE

European Network  
of Occupational Therapy  
in Higher Education



## **Attendance at External Events**

Board members or ENOTHE delegate representative attendance reports from external events e.g. attendance at WFOT and presentations from special invitations.

## **ENOTHE Board Meetings**

Board and committee minutes and documents/papers relating to General Assemblies are retained in perpetuity as the definitive record of Association business, they detail the decisions made and policies agreed.

## **ENOTHE Website**

The ENOTHE website forms an on-line record of Association activities. Backups are retained to allow for the recovery of the website in the event of unforeseen circumstances.

Sources:

Council of Occupational Therapists European Countries

<http://www.coteceurope.eu/home/privacy-policy/>

European Commission. 2018 Commission reform of EU data protection rules

[https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules\\_en](https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en)

European Union General Data Protection Regulation 2018 <https://eugdpr.org/>

<http://www.thekennelclub.org.uk/privacy.policy>

World Federation of Occupational Therapists

<http://www.wfot.org/PrivacyDisclaimer.aspx>

Author Mandy Boaz, ENOTHE January 2019

Date for review of policy January 2021