

Key Information relating to Membership of the Psychologists Protection Society

Who We Are

The Psychologists Protection Society (PPS) is a not-for-profit defence organisation run for the benefit of our members. We support trainees and qualified practitioners in the fields of Counselling, Psychology, Psychotherapy and related areas of work by offering advice, protection, and assistance when concerns or complaints arise.

What Your Membership Includes

Membership provides:

- Members Professional Protection Plan
- Public Liability Insurance
- Access to legal and professional advice
- Discretionary access to the PPS Trust Fund, which may assist with issues not covered by the main protection plan

Your membership certificate confirms the level and scope of your protection.

*For full policy wordings please visit
www.ppstrust.org/pps-documents*

The PPS Trust Fund

Membership automatically includes membership of the PPS Trust. The Trust holds reserves contributed by members and is overseen by an elected Board of Trustees. Trustees consider requests for discretionary support when something falls outside the Members Professional Protection Plan.

If You Receive a Complaint

Please tell us as soon as possible if you receive a complaint or become aware of an issue that might lead to one. You may call us initially, but written details must follow promptly.

Once notified, PPS will manage your Members Professional Protection claim and guide you throughout the process.

Good Practice and Key Exclusions

To remain protected, members must follow reasonable professional standards, including appropriate confidentiality, record-keeping, and data security.

PPS cannot consider claims that arise from:-

- Lost, misplaced, or insecurely stored/transmitted client data, including any device or online system that is not properly protected or encrypted
- Inappropriate physical contact with a client
- Any work of a research or experimental nature

Working Face-to-Face, Online, or by Telephone

Your PPS membership covers therapy delivered face-to-face, online, or by telephone, as long as the client is resident in your own country of residence.

If you plan to work with clients who reside outside your country of residence (even if only temporarily), please contact PPS before beginning work.

Additional countries may be approved on request, and any approval must be confirmed in writing and listed on your membership certificate for cover to apply.

Your Data and GDPR

To administer your membership and provide protection, PPS processes personal data in line with:-

- UK GDPR (for members in the United Kingdom)
- GDPR as implemented in Irish law (for members in Ireland)

We only collect what is necessary, keep it secure, and use it solely for membership administration, protection services, and claims handling.

We may share information with insurers, legal advisers, or Trustees strictly for these purposes.

You may access, correct, or update your personal information at any time by contacting PPS.

For our full privacy policy please visit www.ppstrust.org/pps-documents

Renewal and Lapsed Membership

Membership must be renewed annually. If you renew within 28 days of your renewal date, your continuous membership will be preserved.

Resigning or Cancelling

You may resign at any time by giving written notice. A 14-day cooling-off period applies to new memberships and renewals. If you cancel within this period, you will receive a full refund.

Membership Services & General Enquiries

PPS, Lime Tree House, North Castle Street, Alloa, FK10 1EX, United Kingdom

Telephone - 00 44 (0) 333 320 8074

Email - enquiries@ppstrust.org

Website - www.ppstrust.org

Regulatory Statement

Psychologists Protection Society and PPS are the trading names for the Psychologists Protection Society Trust (PPST) which is an Introducer Appointed Representative of International Financial Security Ltd which is authorised and regulated by the Financial Conduct Authority - FCA FRN: 969653.

PPS is a trading name for the Psychologists Protection Services Ltd (PPSL) which is an Appointed Representative of International Financial Security Ltd which is authorised and regulated by the Financial Conduct Authority - FCA FRN: 969653.

Psychologists Protection Society Trust is registered in Scotland No. SC382629. Registered Office: Limetree House, North Castle Street, Alloa, FK10 1EX. Psychologists Protection Services Ltd is registered in Scotland No. SC379274. Registered Office: Limetree House, North Castle Street, Alloa, FK10 1EX.

Trustee Elections and AGM

Trustees are elected from the membership. Details of nominations, voting, and the Annual General Meeting (AGM) are published at www.ppstrust.org.

All members are welcome to stand for election and attend the AGM.

If PPS Trust Ever Closed

If the Trust Fund were ever exhausted, members would need to pay the standard excess on any claim.

If PPS Trust closed, any remaining reserves-after all liabilities were met-would be shared among contributing members as the remaining assets..

Updates to These Rules

PPS reserves the right to change these Rules at any PPS board meeting. It will notify members in writing of the updated Rules at their next renewal date. The changes will take effect only after a copy of the new Rules has been sent to a member at their last recorded address.