**The British Institute of Graphologists**

**Code of Ethics**

As a member of the British Institute of Graphologists it is my duty to apply the universal laws governing the science of graphology and handwriting analysis in the development of my own character, ability and personality and to utilise my knowledge and expertise to the benefit of fellow human beings and to the advancement and status of the graphological profession.

My conduct, appearance and deportment will at all times and in all places be such as not to bring into disrepute the science of graphology or myself as a practitioner thereof.

My reports, analyses, recommendations, consultations, forms of therapy, whether by way of specially designed handwriting exercises or by positive verbal suggestions, or any other positive form of therapy or prophylaxis must always present the facts tactfully, without bias or censure, but truthfully and with the full intent to be as helpful in the best possible and positive manner for the person or client involved. In each and every instance the utmost care will be exercised to maintain absolute confidentiality.

My actions will be such as to avoid legal liabilities, to be in full co-operation with all graphologists and members of allied professions, to stay within the limits of my qualifications in the use of graphology and related techniques of personality and character analysis, and to maintain fair and proper business practices.

**Objectives and Aims**

When Frank Hilliger and his fellow graphologists founded the BIG in October 1983 they drew up a Code of Ethics and a list of Objects and Aims which still set the standard for the Institute today.

1. To act as a learned society.
2. To promote and enrich the science of graphology.
3. To enhance public understanding and recognition of graphology.
4. To develop theory and practice as a method of investigation in its various applications.
5. To provide facilities for study by way of tutorial courses, lectures and seminars throughout the UK as may be appropriate.
6. To obtain, where possible, grants for research.
7. To encourage research into graphology and to give practical assistance to any appropriate organisation, group or individual involved in research.
8. To establish the Institute as a professional body organised for the protection of the interests of its members.
9. To establish a binding code of ethical behaviour for all members.
10. To establish and award a qualifying Diploma in graphological analysis following an examination set by the Institute's own examination board.

**Examinations**

The Institute awards a Diploma following successful completion of its Examinations for Graduate Membership. These Examinations usually require three year’s study and are in three parts, one part being taken each year. The parts cover basic principles of graphology, psychological theories of personality as applied to graphology and applied graphology. All new students are sent details of the examinations.

**Management**

The Management of the Institute is in the hands of the Management Committee, consisting of the Chairman, Vice-Chairman, Secretary, Treasurer, Education Officer and two other nominated members. Administrative support is given by a Membership Secretary and an Examination Administration Officer.

There are a number of other committees, each of which is chaired by one of the Institute's Officers.

The Officers hold their posts for three years, before requiring re-election. After six years, an Officer must step down for at least a year before being eligible for re-election. Elections for Officers are held at the AGM. The membership year is from January to December and the financial year for the Institute is from 1st April to 31st March.

**Our Privacy Policy**

This notice describes the privacy policy of the British Institute of Graphologists (BIG). In visiting and using [www.britishgraphology.org](http://www.britishgraphology.org) you are accepting and consenting to the practices described in this Privacy Policy.

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**Collection and use of personal information about customers**

The information is used to communicate with you about bookings and keep our records up to date.

From time to time, we may send you additional or updated information. For example, if you contact us requesting information about the BIG, we may use your details to send you information about any new services we provide as they become available.

If you do not wish the BIG to use your personal information for direct marketing of our services, please select the appropriate box on page 1.

We also automatically collect data about visitors to our website (for example on browsing patterns) by using cookies.

**What are ‘cookies’?**

Cookies are alphanumeric identifiers that our website transfers to your computer’s hard drive through your Web browser, primarily to help us to improve our visitors’ online experience when using our website – for example by making navigation easier or providing more information where needed. We only use cookies to give us information about the number of visitors to different parts of our website; we do not use them to identify you as an individual. This is in line with ICO requirements.

The Help menu on the menu bar of most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies altogether.

**Does the BIG share the information it receives?**

The BIG does not sell information about its customers except as described below:

1. In the event that the BIG ceases to operate or merges with another organization.
2. To comply with the law.

**How secure is information about me?**

Physical, electronic and procedural safeguards are in place to ensure the collection, storage and disclosure of customer information meets with ICO & GDPR requirements.

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The personal information you provide will be retained only for as long as necessary to fulfill the purposes for which the information was collected, or as required by law.

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As our organization changes, so may our Privacy Notice. Please check our website for changes. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you.

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