

Privacy Notice for Students

Personal data is information or data about a person which makes that person identifiable.

What data or information does Network hold on me? Name, address, telephone numbers, email address, and if on Certificate or Diploma course, educational background, references, next of kin, spiritual journey.

What do you do with my personal data? We use your data to keep a record of who is training, and to enable us to contact you. We also use it to maintain our accounts. If you agree, we will send you information about Network news, events, and other training opportunities.

Where do you store my personal data? Electronic information is held on an intranet server, with access to desktops and laptop computers password protected. Any paper information is locked away in a cabinet.

Sharing your personal data. Your personal data is shared only within the staff of Network Counselling and Training in order to manage and maintain our training provision. We do not share your data with anyone else.

How long do you keep my personal data? We keep personal data about students for 5 years.

The rules about how we keep and use your information

The way we keep your information safe, and what we can do with the information, is regulated by the Data Protection Act 1998, and by new GDPR regulations coming into force at the end of May 2018.

- We can only hold information on you with your consent
- We can only use it for the reasons for which you gave it to us
- We cannot share it with anyone else unless there is a lawful indication to do so
- We must work to keep the information up to date and accurate
- We must keep your data safe and secure and will destroy it when it is no longer needed.

You have the following rights:

- The right to access a copy of personal data which Network Counselling and Training holds;
- The right to request that Network rectifies or corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased. However if we are unable to retain certain elements of your personal data, we may no longer be able to provide you with training;
- The right to restrict or object to our processing information about you, eg. for statistical or marketing purposes;
- The right to lodge a complaint with the Information Commissioners Office.

Contact Details

For any queries or complaints, and to exercise your rights as listed above, please contact the Head of Training. Alternatively, email info@network.org.uk, and make your request.

If you are not satisfied with our response, you can contact the Information Commissioners Office.

Phone no: 0303 123 1113 Email: <https://ico.org.uk/global/contact-us/email/>

Write: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.