



UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training Data Protection and Privacy Policy

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Part 1: Full Data Protection Policy

1. Introduction and Purpose

UK Therapy Guild Ltd is committed to protecting the privacy and security of personal data. This policy sets out how we collect, use, and protect personal information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As a provider of therapeutic training, we handle sensitive personal data, and we take our responsibility to do so lawfully, fairly, and transparently with the utmost seriousness.

The person responsible for data protection within UK Therapy Guild Ltd is:

- **Data Controller:** UK Therapy Guild Ltd
- **Designated Person for Data Protection:** Nichola Doyle, Director
- **Contact:** nicholadoyle@uktherapyguild.co.uk

2. The Principles of Data Protection

We adhere to the principles of UK GDPR. These require that all personal data is:

- Processed lawfully, fairly, and in a transparent manner.
- Collected for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits identification for no longer than is necessary.
- Processed in a manner that ensures appropriate security.

3. What Data We Collect and Why (Lawful Basis)

We collect and process various types of data about our students to manage their training and meet our contractual and regulatory obligations.

Type of Data	Purpose of Processing	Lawful Basis for Processing
Personal & Contact Details (Name, address, email, phone number)	To communicate with you, process your application, and	Contract: Necessary to fulfil our training agreement with you.

Type of Data	Purpose of Processing	Lawful Basis for Processing
	manage your student record.	
Application Data (CV, qualifications, personal statement, references)	To assess your suitability for the course.	Legitimate Interest: To select appropriate candidates for professional training.
Financial Data (Bank details, payment history)	To process course fees and manage payments.	Contract: Necessary for the financial aspects of our agreement.
Course-Related Data (Attendance, assessment results, feedback, supervision logs)	To monitor your academic progress, provide support, and award your qualification.	Contract: Necessary to deliver the training and assess your performance.
Special Category (Sensitive) Data (e.g., health declarations, disability information, disclosures relating to Fitness to Practise)	To assess fitness to practice, provide reasonable adjustments, and fulfil our safeguarding duties.	Substantial Public Interest and Legal Obligation. We will always seek your Explicit Consent where no other basis applies.

4. Data Storage, Security, and Retention

- **Security:** We have implemented appropriate technical and organisational security measures to protect your data from being accidentally lost, used, or accessed in an unauthorised way. Data is stored on secure, password-protected systems with access limited to authorised personnel only. Physical records are kept in locked filing cabinets.
- **Data Retention:** We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
 - **Student Files (including assessments and progress):** Retained for **6 years** after the end of your training, in line with professional body and insurance requirements.
 - **Financial Records:** Retained for **6 years** for tax purposes.
 - **Unsuccessful Applicant Data:** Retained for **1 year** after the application cycle.
- **Destruction:** After the retention period, personal data will be securely destroyed, either through permanent digital deletion or secure shredding of physical documents.

5. Data Sharing

We do not sell or rent your data to third parties. We will only share your data where it is necessary and lawful to do so, for example with:

- Placement providers (with your knowledge and consent).
- External examiners or moderators.
- Professional bodies (e.g., BACP, NCIP, GHSC) for membership or qualification registration purposes.
- Supervisors (as part of our supervision policy).
- Statutory bodies (e.g., HMRC, Police, Social Services) where we have a legal obligation to do so.

6. Your Data Protection Rights

Under UK GDPR, you have the following rights regarding your personal data:

- **The right to be informed:** To know how we use your data (the purpose of this policy).
- **The right of access:** To request a copy of the data we hold about you.
- **The right to rectification:** To have inaccurate data corrected.
- **The right to erasure:** To have your data deleted (this is not an absolute right and only applies in certain circumstances).
- **The right to restrict processing:** To limit how we use your data.
- **The right to data portability:** To receive your data in a common format.
- **The right to object:** To object to us processing your data.

To exercise any of these rights, please contact the Designated Person for Data Protection. We will respond to your request within one month.

7. Data Breach Procedure

In the unlikely event of a data breach that is likely to result in a risk to your rights and freedoms, we will notify the Information Commissioner's Office (ICO) within 72 hours. If the breach is high-risk, we will also inform you directly without undue delay.

Part 2: Student Privacy Notice

How We Use Your Information

UK Therapy Guild Ltd is committed to protecting your personal data. This notice explains how we collect, use, and store your information when you apply for and undertake training with us.

Who is in charge of your data? UK Therapy Guild Ltd is the Data Controller. Our Director, Nichola Doyle, is responsible for data protection. You can contact her at:

nicholadoyle@uktherapyguild.co.uk.

What information do we collect? We collect information to manage your training, including:

- Your name, address, and contact details.
- Your qualifications and work experience from your application.
- Financial information for fee payment.
- Information about your course progress, such as assessments, attendance, and supervision records.
- Sensitive information, such as health declarations, to ensure we can support you and meet our duty of care (Fitness to Practise).

Why do we collect it? We use your data to:

- Process your application and enrol you as a student.
- Deliver and administer your course, including teaching, assessment, and support.
- Monitor your progress and performance.

- Manage fee payments.
- Meet our legal and regulatory duties (e.g., for safeguarding and professional standards).

Who do we share it with? We will only share your information where necessary, for example with placement providers, external examiners, or professional bodies like the BACP, NCIP, GHSC. We will never sell your data.

How long do we keep it? We keep your student file for 6 years after you finish your course, as required for legal and professional insurance purposes. After this, it will be securely destroyed.

What are your rights? You have the right to access a copy of the data we hold about you, to have it corrected if it's wrong, and to object to how we use it. For a full list of your rights, please see our full Data Protection Policy or contact us.

How to complain? If you are unhappy with how we have handled your data, please contact Nichola Doyle. If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO) at www.ico.org.uk.