

Your Personal Information

This document tells you what personal information Temple Academy of Reflexology hold and why, and what your rights are. Once you have read it please complete and sign the declaration at the bottom.

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Purpose of Processing Client Data

We hold and use client data in order to provide you with the best possible learning experience, support and advice. We take basic contact details and information via our website to allow us to contact you and handle bookings.

Lawful Basis for Holding and Using Case Study Information

As a full member of the Association of Reflexologists, we abide by the AoR Code of Practice and Ethics. The lawful basis under which we hold and use your information is our legitimate interests i.e. our requirement to retain the information in order to provide you with the most appropriate training, follow up support, and advice.

As we may hold special category data (i.e. health related information) about you, the Additional Condition under which we hold and use this information is for us to fulfil our role as a Reflexology trainer bound under the AoR Confidentiality as defined in the AoR Code of Practice and Ethics.

The Information We Hold and What We Do With It

In order to give professional learning opportunities and follow up support to students the following information will be held:

- Your contact details and any medical details disclosed.

We will not share your information with anyone else, other than appointed Course Tutors, Internal and External Verifiers or for legal process, without explaining why it is necessary, and getting your explicit consent. We may contact you using the contact preferences you give me in relation to:

- Providing you with additional supporting material for the course
- Future training events, special offers and promotions (you may unsubscribe from this at any time)

Your data will not be transferred outside the EU without your consent.

How Long We Retain Your Information For

We will keep your personal information for seven years.

Protecting Your Personal Data

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

Your Rights

GDPR gives you the following rights:

- The right to be informed: to know how your information will be held and used (this notice).
- The right of access: to see our records of your personal information, so you know what is held about you and can verify it.
- The right to rectification: to tell us to make changes to your personal information if it is incorrect or incomplete.
- The right to be forgotten: for you to request us to erase any information we hold about you
- The right to restrict processing of personal data: you have the right to request limits on how we use your personal information
- The right to data portability: under certain circumstances you can request a copy of personal information held electronically so you can reuse it in other systems.
- The right to object: to be able to tell us you don't want us to use certain parts of your information, or only to use it for certain purposes.
- Rights in relation to automated decision-making and profiling.
- The right to lodge a complaint with the Information Commissioner's Office: to be able to complain to the ICO if you feel your details are not correct, if they are not being used in a way that you have given permission for, or if they are being stored when they don't have to be.

Full details of your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. If you wish to exercise any of these rights, please use the contact details given above.

If you are dissatisfied with the response you can complain to the Information Commissioner's Office; their contact details are at: www.ico.org.uk

Declaration

I have seen this document and understand that you will hold and use my personal information, using it in order to provide me with the best possible training options and advice in line with the statements above.

I have received a copy of this document.

Name:

Date:

Signature: