



Policy Document	
Title	41. Training Courses Data Privacy Policy and Notice
Approved By	Board of Trustees
Date Approved	14/07/2018
Review Date	18/09/2019
Level of Confidentiality	Open (Internal and External).
Executive director owner	Chief Executive
Where to be published	Workplace Handbook Folder located in https://gloscounselling.sharepoint.com/Organisation/SitePages/Home.aspx
Cross Reference	23. Data Protection Policy, 24. 25. Information Governance Policy, 26. Security of Data Policy, 27. Retention of Documents Policy and Procedure

Why do we request and hold information about people on our training courses?

The General Data Protection Regulation (GDPR) comes into effect in May 2018 and under this law we are required to let you know why we collect and hold information about you, how the information is used and to tell you about your rights to access this information.

This notice covers the information that GCS requests and holds in relation to training courses and Continuing Professional Development (CPD) workshops and short courses. Our policy on holding information for marketing purposes is documented in another notice which is available on request. The information that we need to collect and hold is different for each type of training course that we offer. The details are given below. Our policy is only to hold information for as long as it is required, and details of our data retention policy are available on request.

CPD workshops and short courses

For **CPD workshops and short courses** we hold information on you such as your name, contact details and payment details in order that we can process your booking and send you any necessary information related to the courses. We do not routinely share any of your personal information with CPD tutors and workshop leaders. We may share your contact details with your course tutor in exceptional circumstances where we need to make contact with you for your well-being, in an emergency or similar situation.

Introduction to Counselling course

For the **ITC course** we hold information on you such as your name, contact details and payment details in order that we can process your booking and send you any necessary information related to the courses. We do not routinely share any of your personal information with tutors and facilitators on the course (other than name and job/volunteer role). We may share your contact details with your course tutor in exceptional circumstances where we need to make contact with you for your well-being, in an emergency or similar situation.

In order to support references, applications for further training and professional accreditation we keep a long-term record of people who have attended the course and whether or not they were awarded the qualification.

Certificate in Counselling Skills courses

For the CCS course we hold information on you such as your name, contact details and payment details in order that we can process your booking and send you any necessary information related to the courses.

We also ask for information such as your occupation and any previous involvement with GCS in order that a member of staff can conduct an interview with you before offering you a place on the course. A record is also kept of the interview outcome, and interview notes are kept for the duration of your training and then securely destroyed. We do not routinely share any of your personal information with tutors and facilitators on the course (other than name and job/volunteer role). We may share your contact details with your course tutor in exceptional circumstances where we need to make contact with you for your well-being, in an emergency or similar situation.

In order to support references, applications for further training and professional accreditation we keep a long-term record of people who have attended the course and whether or not they were awarded the qualification.

Diploma in Psychodynamic Counselling

For the **Diploma in Psychodynamic Counselling** we hold information on you such as your name, contact details and payment details in order that we can process your booking and send you any necessary information related to the course.

During the application process we also ask for personal information such as your occupation, significant life events and prior experiences in order that a senior member of staff and an external psychotherapist can separately conduct interviews with you before offering you a place on the course. Reports are made of the interview outcomes and references are taken up and kept. We do not share this information or the reports with the tutors and facilitators on the course, but your application form and supporting statements are shared with staff members who conduct recruitment interviews and with the Head of Counselling Services who will manage your counselling placement with GCS.

We do not routinely share any of your personal information with tutors and facilitators on the course (other than name and job/volunteer role). We may share your contact details with your course tutor in exceptional circumstances where we need to make contact with you for your well-being, in an emergency or similar situation. Reports on your progress (for example, annual tutor and supervisor reports) are shared with the training staff who work with you.

As the Diploma is accredited by the British Psychoanalytic Council (BPC) we are required to share the names of trainees with the BPC.

In order to support references, applications for further training and professional accreditation we keep a long-term record of people who have attended the course and whether or not they were awarded the qualification.

Associate Counsellor Programme

For the Associate Counsellor Programme we hold information on you such as your name, contact details and payment details in order that we can process your booking and send you any necessary information related to the course.

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During the application process we also ask for personal information such as your occupation, counselling experience in order that members of staff can conduct interviews with you before offering you a place on the course. Reports are made of the interview outcomes and references are taken up and kept. We do not share this information or the reports with the tutors and facilitators on the course, but your application form and supporting statements are shared with staff members who conduct recruitment interviews and with the Head of Counselling Services who will manage your counselling placement with GCS.

We do not routinely share any of your personal information with tutors and facilitators on the course (other than name and job/volunteer role). We may share your contact details with your course tutor in exceptional circumstances where we need to make contact with you for your well-being, in an emergency or similar situation.

In order to support references, applications for further training and professional accreditation we keep a long-term record of people who have attended the course and whether or not they were awarded the qualification.

[How is data held and used?](#)

All information is held securely either on the GCS secure network or in locked filing cabinets. If information is sent to external data processors (such as the BPC, above), it is distributed from our secure email system. Access to the information is limited to staff whose job role requires access.

We do not store credit/debit card details. Nor do we share financial information with 3rd parties.

[Requesting access to your personal data](#)

You have the right to request access to any information that we hold about you. To make such a request, or to ask for further information about what we hold or our data retention policy please contact Emma Griffiths (Chief Executive) ceo@gloscounselling.org.uk.