

Reflect On Academy Privacy Notice

Privacy Notice (How We Use Visitor Information)

This privacy notice has been prepared in accordance with the General Data Protection Regulation 2016/679 (“GDPR”) and the Data Protection Act 2018 and explains how Reflect On Academy collects, uses and shares your personal data and your rights in relation to the personal data we hold. This Privacy Notice concerns our processing of personal data of past, present and prospective visitors to Reflect On Academy.

How We Collect Your Information

- when you communicate with us by telephone, email or via our website to make enquiries or raise concerns.

The Categories of Information We Collect

Data Protection

The College keeps records about its learners. All records are kept securely and are only seen by the authorised personnel of the College. These records are subject to the GDPR. The following is the data we collect for those who apply to our counselling courses/become a learner.

- **Your name and contact details:** for anybody making a course enquiry, we collect this information to identify you and to contact you in regards to the course. If you choose to not go ahead on a course, we will ask your explicit permission to store your contact details to contact you in regards to future courses. You have the right to request that we destroy your information and not contact you.
- **Your application form:** if you formally apply for our course, we will require the above details on our application form, as well as information such as your date of birth, ethnicity, emergency contact details etc. This informs our student information to ensure your safety and wellbeing and to ensure equal opportunities within our organisation.
- **Declaration of health form:** due to the psychological and emotional challenges of our courses, we require confirmation that you are not in a serious state of psychological difficulty when taking our course. We will ask you to fill out a declaration of health for this purpose to ensure your wellbeing.
- **Your CV/cover letter and references:** when you apply for a placement with us, or in some circumstances for our courses, we may require this information to inform your application process. This information is destroyed once you are no longer a student with us.

Who We Share Information With

- **Information shared:** we take the confidentiality of your information very seriously. We will only, with your knowledge communicate with professional bodies such as BACP and NCFE about your student information. As our courses are IIQNCFE accredited, we must register your details with them as a learner.

Why We Use This Information

Reflect On Academy collects and uses the data for the purposes of managing and operating the college. Where we are required to hold certain records, then we collect and hold those records to comply with that legal obligation. Reflect On Academy may retain your data after your association with us has come to an end, as required by regulatory organisations.

Why We Share Information

We do not share information about our learners with anyone without consent unless the law and our policies allows us to do so.

How We Transfer Your Personal Information Outside Europe

We do not store or transfer your personal data outside Europe.

Where processing of your personal data relies on your consent and you later withdraw that consent, we may not be able to continue to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you have a concern about the way in which Reflect On Academy is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to Your Personal Data

Please tell us about any changes to the information we hold about you, by contacting reflect_on@btconnect.com

Contact To discuss anything in this privacy notice, contact reflect_on@btconnect.com

Reflect On Academy (<https://reflectonacademy.co.uk>) do not use cookies to store personal information or to provide information to third parties.

Links to other websites

This privacy policy only covers pages within Reflect On website. It does not extend to sites to which a link is provided from Reflect On site