

Schema Therapy Associates Training Programme Data Protection and Privacy Policy

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We will collect and hold information about you as necessary to perform the services that you contract with us and also as a legitimate interest as defined under the General Data Protection Regulations (GDPR). This privacy policy explains how we use any personal information we collect about you when you use our service as a Schema Therapy training provider. It also informs you of your rights and our responsibilities in the processing of your personal information under the GDPR.

What information do we collect about you?

We collect potentially identifying information and contact details, including your name, email address and phone number.

During the course of applying to our Schema Therapy Training Programme we collect information about you as provided on your application form and from your interview. We also routinely collect brief feedback from yourself and your supervisor about how supervision is going 3 to 4 months after starting supervision. If there are problems in supervision, or if you need to change supervisor, we keep brief notes summarising the feedback provided by yourself and your supervisor.

How will we use the information about you?

We collect information about you from your application form and from the interview to ensure a good fit between your learning needs and the skills and experience of your supervisor.

Feedback about supervision (provided by yourself and your supervisor) is used to ensure your learning needs are well met by our programme.

Any of the above information may be shared with your supervisor, only as necessary to ensure good working relationships; and will remain confidential between our selves (as programme directors) and your supervisor.

Sharing your personal information with third parties

We do not discuss your personal information with third parties beyond your supervisor/s, *except*

If requested or consented to by you,

or

If your personal information may be requested by a Court of Law, Coroner's Office or Professional Body in which circumstances you may have limited or no rights of refusal.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at drgheath@gmail.com or taracutlandgreen@psuche.co.uk. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You have the right to ask us to erase the personal information we hold about you. We can refuse your request in the highly unlikely event that your personal information is needed in the defence or exercise of legal claims.

How to do we store your information

We keep your personal information in password-protected electronic records. This information is stored on password-protected computer devices.

Length of storage of your personal information

We keep information from your application form, the interview and supervision feedback for as long as you are on our programme. Once you have completed or permanently left the programme we erase this information and only keep a record of your name, programme outcome (e.g. dropout / standard / advanced certification) for our overarching programme statistics. This information is saved electronically, in a password protected document.

With your permission, having finished the programme, we will keep your email for schema therapy networking purposes, for example to be able to contact you as a potential supervisor for other Schema Therapy trainees or to refer potential clients.

Changes to my privacy policy

We keep our privacy policy under regular review and this privacy policy was last updated on 22nd May 2018

Your rights

You have the right to request access to your personal data and information about how we process it, to request its erasure and to have inaccurate personal information corrected or completed.

If you believe there is a problem with the way we are handling your data, please do be in touch with us in the first instance. You may also complain to the ICO (<https://ico.org.uk>) who can clarify your rights.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you by email at drgheath@gmail.com or taracutlandgreen@psuche.co.uk