

PRIVACY POLICY

The Institute of Psychosynthesis is registered as Psychosynthesis Research Ltd, a registered company in England (Company no. 01489186). Our registered address is 65a Watford Way, Hendon, London NW4 3AQ.

The Institute of Psychosynthesis is a coaching and psychotherapy training organisation and we use personal information in the delivery of this work. As a staff member or by enrolling on any of our training programmes, staff and students consent to The Institute of Psychosynthesis retaining any necessary personal data in line with this Policy and Procedures document. We may need to keep some personal information indefinitely to make sure we are able to fulfil our role as a training and accrediting organisation.

This document describes how The Institute of Psychosynthesis uses any information that we hold on you and how we retain and safeguard this personal data.

Personal data

‘Personal data’ means any information relating to an identified or identifiable natural person (‘data subject’) (an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person).

Data types and sources

- Data is provided directly by students and graduates (for example: applications, practitioner information, UKCP membership information, practitioner information, term papers, portfolios)
- Data is provided directly by staff (for example: CVs)
- Data is generated by the faculty (for example: grades and feedback, registers, supervision monitoring, meeting notes)
- Data is generated by the administration (for example: financial records and agreements, intentions, preferences)
- Data is generated by UKCP via registrant lists

Storing and retention of data

Database (on our password protected server located at our administrative offices) – kept indefinitely

Electronic Files (on our password protected server located at our administrative offices) – kept indefinitely

- Student generated files (for example: portfolios, papers, self assessments, training applications, contracts)
- Faculty generated files (for example: reports, grades and feedback, registers, supervision monitoring)
- Administration generated files (for example: financial records and agreements, schedules)

Emails (on our email hosting site)

- General emails from or to students and staff – deleted at the end of every academic year
- Other emails from or to students and staff (for example: updates to personal information, agreements) – kept indefinitely
- Student submissions – kept indefinitely

Moodle (accounts are kept for current students, once a student graduates or withdraws, their account is suspended)

- General messages from or to students – deleted at the end of every academic year
- Student submissions – kept indefinitely

Website

- Practitioner details – deleted on request

QuickBooks

- Account details – kept indefinitely

November 2020

Who we share data with

- UKCP: membership and accreditation information, staff CVs and contact information
- Middlesex University: registration and qualification information, staff CVs and contact information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

How will we contact you?

Institute of Psychosynthesis will contact you by the communication methods that you have provided. Once you have left the organisation we will not contact you again, if you ask us not to.

What are your data protection rights?

You have the right to request copies of your personal data. You have the right to request that we correct any information you believe is inaccurate. You have the right to request that we delete your personal data, under certain conditions. If you make a data subject request, we have one month to respond to you, unless the request is complex where we may request an extension of 2 months. No administration fee will be charged for data access requests, unless the request is deemed to be excessive in nature.

If you would like to exercise any of these rights, please contact us via our email on:
institute@psychosynthesis.org

Changes to our privacy policy

We reserve the right to make changes to this Privacy Policy. We keep our privacy policy under regular review.

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