



## **Data Protection Statement for Students and Graduates**

The following information outlines how the Trust collects and keeps information about its students and graduates.

Students of the Level 3 Diploma programme will be asked to provide personal information such as full name and title, address, date of birth, telephone number, email address, and any health details that may affect full participation in the Diploma programme. This information enables us to make contact with you and we keep your details on our register after you graduate.

All information that you supply will be kept securely in double-locked on-line files. Only designated staff of the Trust will have access to these files. This information will be retained within the Trust apart from:

- I. Name, address and date of birth which will be shared with the accrediting body Crossfields Trust for certification purposes.
- II. Personal details pertaining to you if there is an allegation against you relating to criminal or safeguarding matters.
- III. Any details you agree can be shared for marketing, referral or other purposes.

Students may request a copy of the information held about them by the Trust and this will be supplied within 48 hours if delivered by email or 7 days if delivered in writing. A small administration or postage charge may be made for compiling and sending these records.

Student records will be relocated to graduate files following completion of the Diploma programme. These records will be retained for as long as a graduate is an active member of the Trust and for 5 years after ceasing membership with the Trust.

Graduate contact details may only be shared with the general public when a graduate explicitly requests that their details be placed on the open register.

William Bloom  
Director 2016

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