Group Analysis North (GAN)

Privacy Policy

- GAN collects personal information from people who apply for courses, workshops and those who become members and/or Trustees of the Charity.
- GAN does not share personal data except for those on IGA training courses when some data will be shared with training course personnel and IGA committees.
- Financial details maybe shared with the GAN Treasurer.
- All personal data will be provided by the individual via a training course application form, event/workshop registration form or student/staff agreement form.
- GAN will store confidential personal information securely and will control who has access to it. The GAN administrator in conjunction with the Chair of GAN and/or the Courses Director will control access to all personal data.
- The GAN website links to other websites: This privacy policy only applies to GAN’s website.

GDPR Privacy Notice - May 2018

- GAN is registered with the Information Commissioner – registration number Z9847591.
- GAN does not sell or swap any information with third parties.
- GAN does not use call centres or robots to contact people.
- GAN uses a third party provider – ‘Mailgun’ to send out its email mailshots.
## Details of personal data collected, why, where stored and when deleted

<table>
<thead>
<tr>
<th>Source of Data</th>
<th>Information Stored</th>
<th>Purpose</th>
<th>Computer Programme/Processing/ Storage</th>
<th>Access/Security</th>
<th>Deletion Policy</th>
</tr>
</thead>
</table>
| **Current Foundation Course students** | Details from course application forms: Name, address, ethnicity, gender, employment details, age, email address, contact phone number, photograph, emergency contact details | • Managing stranger groups on the courses.  
• Processing of courses fees – sending invoices  
• Email course information during time on the course.  
• Email training materials as appropriate.  
• Correspondence  
• In case of emergency, contact details held | • Commercial software for invoices  
– QuickBooks  
• Microsoft Access database for personal details | • Held on password protected laptop.  
• Hard copies of application forms kept in locked office | • 6 years for computer files, then archive on disc.  
• Paper application forms shredded at end of academic year. |
| **Current Diploma Course Students** | Details from course application and student agreement forms: Name, address, employment details, DOB, email address, contact phone number, photograph, emergency contact details  
• Student progress reports  
• Clinical Interview report | • Processing of courses fees – sending invoices  
• Allocation to therapy groups  
• Email course information during time on the course.  
• Email training materials as appropriate.  
• Correspondence  
• Monitoring student progress  
• In case of emergency, contact details held | • Commercial software for invoices  
– QuickBooks  
• Microsoft Access database for personal details  
• Microsoft Word for Progress reports and clinical reports | • Held on password protected laptop.  
• Hard copies of application forms kept in locked office | • 6 years for computer files, then archived on disc.  
• Paper application forms shredded at end of academic year. |
| **Current Qualifying Course Students** | Details from student agreement form: Name, address, mobile phone number, email address, emergency contact details and employer details  
• Processing of courses fees – sending invoices  
• Allocation to therapy groups  
• Email course information during time on the course.  
• Email training materials as appropriate.  
• Correspondence  
• Monitoring student progress  
• In case of emergency, contact details held | • Commercial software for invoices  
– QuickBooks  
• Microsoft Access database for personal details  
• Microsoft Word for Progress reports | • Held on password protected laptop.  
• Hard copies of application forms kept in locked office | • 6 years for computer files, then archived on disc.  
• Paper agreement forms shredded when student completed the course. |
| **Membership** | Name, address, phone number, email address, provided from membership forms  
• Email training materials  
• Email GAN news and information  
• Process membership invoices | • Commercial software for invoices  
– QuickBooks  
• Microsoft Access database for personal details  
• Microsoft Word for Progress reports | • Held on password protected laptop.  
• Hard copies of membership forms kept in locked office | • Deleted when no longer a member of GAN |
| **Workshop Attendees** | Details from application/booking form: Name, address, mobile phone  
• Processing of invoices  
• Sending information regarding the workshop, other training opportunities | • Commercial software for invoices  
– QuickBooks  
• Microsoft Access database for personal details | • Held on password protected laptop.  
• Hard copies of application forms kept in locked office | • Hard copies scanned then deleted after event taken place. |
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<tr>
<td>number, email address, emergency contact details and employer details</td>
<td>• Contact details in case of emergency</td>
<td>• Microsoft Access database for personal details</td>
<td>membership forms kept in locked office</td>
<td>• Scanned forms are kept for 6 years and then deleted.</td>
<td></td>
</tr>
<tr>
<td>Mailing list</td>
<td>• Email address</td>
<td>• Email GAN training activities</td>
<td>• Outlook address book</td>
<td>• Held on password protected laptop.</td>
<td>• Deleted when requested.</td>
</tr>
<tr>
<td>Trustees</td>
<td>• Details from Trustee Declaration Form: Name, address, email address, mobile phone number, date of appointment as trustee, national insurance number, place of birth, proof of ID and proof of address</td>
<td>• Requirements of charity commission and Companies House</td>
<td>• Hard copies locked in filing cabinet</td>
<td>• Held on password protected laptop.</td>
<td>• Hard copies scanned then deleted when Trustees resigned.</td>
</tr>
<tr>
<td>Visitors to the GAN website</td>
<td>• Standard internet visitors logging information - no individual data is gathered</td>
<td>• Identify how well site is used</td>
<td>n/a</td>
<td>□ n/a</td>
<td>□ n/a</td>
</tr>
<tr>
<td>Training Course - Sub Contractors (Self employed Tutors)</td>
<td>• Name address, mobile telephone number, email address, Bank details, CV and letter of application</td>
<td>• For correspondence and payment</td>
<td>• Commercial software for invoices – QuickBooks</td>
<td>• Held on password protected laptop.</td>
<td>• Deleted after 6 years once left the training community.</td>
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