

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

Source of Data	Information Stored	Purpose	Computer Programme/Processing/Storage	Access/Security	Deletion Policy
Current Foundation Course students	<ul style="list-style-type: none"> Details from course application forms: Name, address, ethnicity, gender, employment details, age, email address, contact phone number, photograph, emergency contact details 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Commercial software for invoices – QuickBooks Microsoft Access database for personal details 	<ul style="list-style-type: none"> Held on password protected laptop. Hard copies of application forms kept in locked office 	<ul style="list-style-type: none"> 6 years for computer files, then archive on disc. Paper application forms shredded at end of academic year.
Current Diploma Course Students	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Commercial software for invoices – QuickBooks Microsoft Access database for personal details Microsoft Word for Progress reports and clinical reports 	<ul style="list-style-type: none"> Held on password protected laptop. Hard copies of application forms kept in locked office 	<ul style="list-style-type: none"> 6 years for computer files, then archived on disc. Paper application forms shredded at end of academic year.
Current Qualifying Course students	<ul style="list-style-type: none"> Details from student agreement form: Name, address, mobile phone number, email address, emergency contact details and employer details 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Commercial software for invoices – QuickBooks Microsoft Access database for personal details Microsoft Word for Progress reports 	<ul style="list-style-type: none"> Held on password protected laptop. Hard copies of application forms kept in locked office 	<ul style="list-style-type: none"> 6 years for computer files, then archived on disc. Paper agreement forms shredded when student completed the course.
Membership	<ul style="list-style-type: none"> Name, address, phone number, email address, provided from membership forms 	<ul style="list-style-type: none"> Email training materials Email GAN news and information Process membership invoices 	<ul style="list-style-type: none"> Commercial software for invoices – QuickBooks Microsoft Access database for personal details 	<ul style="list-style-type: none"> Held on password protected laptop. Hard copies of membership forms kept in locked office 	<ul style="list-style-type: none"> Deleted when no longer a member of GAN
Workshop Attendees	<ul style="list-style-type: none"> Details from application/booking form: Name, address, mobile phone 	<ul style="list-style-type: none"> Processing of invoices Sending information regarding the workshop, other training opportunities 	<ul style="list-style-type: none"> Commercial software for invoices – QuickBooks 	<ul style="list-style-type: none"> Held on password protected laptop. Hard copies of 	<ul style="list-style-type: none"> Hard copies scanned then deleted after event taken place.

Source of Data	Information Stored	Purpose	Computer Programme/Processing/Storage	Access/Security	Deletion Policy
	number, email address, emergency contact details and employer details	<ul style="list-style-type: none"> Contact details in case of emergency 	<ul style="list-style-type: none"> Microsoft Access database for personal details 	membership forms kept in locked office	<ul style="list-style-type: none"> Scanned forms are kept for 6 years and then deleted.
Mailing list	<ul style="list-style-type: none"> Email address 	<ul style="list-style-type: none"> Email GAN training activities Email other organisations training opportunities Email GAN news and information 	<ul style="list-style-type: none"> Outlook address book 	<ul style="list-style-type: none"> Held on password protected laptop. Bcc used for all group mailings to protect email addresses 	<ul style="list-style-type: none"> Deleted when requested.
Trustees	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Requirements of charity commission and Companies House For correspondence 	<ul style="list-style-type: none"> Hard copies locked in filing cabinet Microsoft Access database for contact details 	<ul style="list-style-type: none"> Held on password protected laptop. Filing cabinet in locked office 	<ul style="list-style-type: none"> Hard copies scanned then deleted when Trustees resigned. Scanned copies kept for 6 years and then deleted.
Visitors to the GAN website	<ul style="list-style-type: none"> Standard internet visitors logging information - no individual data is gathered 	<ul style="list-style-type: none"> Identify how well site is used 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
Training Course - Sub Contractors (Self employed Tutors)	<ul style="list-style-type: none"> Name address, mobile telephone number, email address Bank details CV and letter of application 	<ul style="list-style-type: none"> For correspondence and payment Interviews 	<ul style="list-style-type: none"> Commercial software for invoices – QuickBooks Microsoft Access database for personal details 	<ul style="list-style-type: none"> Held on password protected laptop. 	<ul style="list-style-type: none"> Deleted after 6 years once left the training community.