

Privacy Notice for The Homeopathy College

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What personal data does The Homeopathy College collect?

The data we routinely collect includes names, addresses, email addresses and phone numbers. We collect this data directly from students on our courses and enquirers about our courses.

Students on our professional practitioner training courses have data relating to assignments collected.

Enquirers have data related to their particular requests or needs regarding joining the course.

What is this personal data used for?

We use the data for the administration of our courses; the communication of information, and the organisation of events.

Graduates can use their data in order to join a searchable list of practitioners in order to help clients to find their practice details.

Who is your data shared with?

Your data is not shared by us with anyone.

Graduates of our course who have maintained their on line account can specify which data they wish to add to a searchable on line practitioner list.

Where does this data come from?

Data comes from enquirers using our web site and from forms filled in when joining our courses.

Some web site data can be updated by students themselves via their web account which they are able to make.

How is your data stored?

This information is mainly stored in digital form on computers, on removable media and some in the form of written documents stored at the college office at 454 Hagley Road West, Birmingham B68 0DL.

Any information that is stored remotely is stored in compliance with the GDPR.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring The Homeopathy College discharges its obligations under the GDPR is the Principal, Christopher Hammond

Who has access to your data?

The Principal and senior staff of The Homeopathy College have access to data in order for them to carry out their legitimate tasks for the organisations.

What is the legal basis for collecting this data?

The Homeopathy College collects personal data that is necessary for the purposes of its legitimate interests as a training and educational organisation.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

Data relating to enquirers about our courses is held with the data subject's consent.

Similarly, personnel data is kept in compliance with our legal obligations.

How you can check what data we have about you?

Graduates, students and course enquirers should contact the Principal Christopher Hammond by email christopher@homoeopathytraining.co.uk or, if you have made an on line account, you can view your contact detail data there.

Course enquirers can update mailing preferences through Mailchimp where their data is stored.

You can contact us with a "[Subject Access Request](#)" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive or for requests for further copies of the same information.

Does The Homeopathy College collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

Of these categories, the only data we record relates to information that helps us to track student’s progress on our practitioner training course and to track the progress of someone interested in the course before joining.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- If you have enquired about our courses but not joined, you can ask us to remove your data completely or you can remove yourself from mailing lists by using the ‘unsubscribe’ link on our emails
- If you have attended one of our seminars i.e. you are not a student on our professional practitioner training course, you can also ask us to remove your data or mailing list membership as above
- If you are a student on our practitioner training course, you can request to be taken off our mailing list for non-course related material and information

How long we keep your data for, and why?

We normally keep data for students and graduates indefinitely. We like to stay in touch and sometimes we receive requests relating to someone’s course or qualification or students who did not graduate return later to complete their course.

Enquirer’s data we also keep for as long as they wish to be in contact and to receive our emails. We normally ask contacts to opt in to our mailing list every 10 years.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a student, graduate or enquirer dies?

We normally keep students’ and graduates’ information after they die. If requested by their next-of-kin to delete it we will do so, on the same basis as when requested to remove data by the person themselves.

Can you download your data to use it elsewhere?

No.