

DT THERAPY SCHOOL

PRIVACY POLICY

This is **DT Therapy School's** privacy policy, regarding the data we hold/wish to hold and we are located at **1 / 2 Jubilee House, Saltire centre, Pentland Park, Glenrothes. Fife. KY6 2AH** and you can email us at **admin@dttherapyschool.co.uk**

This privacy policy explains how we use any personal information we collect about you when you apply for a course or send an enquiry about a course and why we collect it.

What Information Do We Need?

To apply for a course - We need your contact details, your name, phone number, address, postcode and email address. We may also need information on earnings if applying for ITA funding – ** see separate note.

Your returned case study and exam forms are also saved and stored securely on our server, along with any results and date of diploma being sent.

Why Do We Need It, How Will We Use It and How Long Will We Retain It?

We need all the details above for our records so that we can send out your diploma when the course is completed and that we can contact you quickly if you need us to get in touch. We also need to know when a student has attended a course, completion date etc. We keep the records of course attendance on-going so that we have a record of all courses attended and when they were attended.

if the situation arises that an insurance company may ask about qualification – see note on sharing* we will not share without written permission of the student.

All of the above data is stored with 256 encryption and held on an server online which can only be access via password and correct location access. It is not held anywhere else.

**** ITA applications** – any documents that are requested such as proof of earnings etc are requested,they are encrypted at the highest setting possible and are fully password protected. No one, including ITA/SDS can access these without the password. ITA information data is stored with 256 encryption and held on an server online which can only be access via password and correct location access. It is not held anywhere else

Our lawful basis for processing this personal information is 'contract', this means that we have a legal reason to ask you for your data because we need it for contractual reasons. You do not have to share your personal data with us, but if you do not we cannot offer a space on a course with **DT Therapy School**. You must fulfil your side of the contract (share your personal information) in order for us to fulfil ours and book you onto a course

Will We Share Your Information?

We will not share your information with anyone outside of **DT Therapy School**.

* If an insurance company asks for information on a student's qualification etc, then we would not share that without written permission from the student

Who Can I Complain To If I Feel You Are Not Handling My Data Correctly?

Please contact us if you have any questions about this privacy policy or the information we hold on you, you can do this by email (**admin@dttherapyschool.co.uk**) or post (**1 / 2 Jubilee House, Saltire centre, Pentland Park, Glenrothes. Fife. KY6 2AH**).

If you believe we are not handling your data correctly you have a right to make a complaint, this should be sent to us using the above contact details.

If you are unhappy with our response you should then contact the ICO (independent commissioner's office) by contacting them or using the following web page <https://ico.org.uk/concerns/> .