

0. INTRODUCTION.

1. DATA COLLECTION DISCLOSURE TABLES.

2. CHANGES TO THIS PRIVACY NOTICE.

0. INTRODUCTION.

This “RASA Education Student (Privacy Notice Supplement)” contains the “RASA Education Student” Data Collection Disclosure Tables and is an intrinsic part of our “GENERAL Privacy Notice” and should at all times be read together as a single and combined Privacy Notice.

1. DATA COLLECTION DISCLOSURE TABLE.

1.	RASA Education Student (application process)
INFORMATION CATAGORY	WHAT Data We Collect
<p>Personal details:</p> <p>Counselling Course Information:</p> <p>Personal Statement</p> <p>Equality Act 2010 Monitoring (Questionnaire):</p>	<p>Name, Date of Birth, Telephone Number(s), Email and Physical Address's.</p> <p>Course name, Course Start date, Course attendance day and time, Course fee, Exam fee.</p> <p>Your “Why you would like to enrol for this course” Statement.</p> <p>e.g. Age, “Ethnicity, Religion or Belief, Disability, Sexual Orientation, Gender Identity, etc.</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is: Primarily: Secondary:</p> <p>We SHARE this data with:</p> <p>Data RETENTION PERIOD is:</p>	<p>To provide you with information you have requested. To get in touch with you about any questions related to your submission. To keep a record of our relationship with you. To process your data in connection with internal reporting and analysis.</p> <p>Legitimate interest. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data: e.g. Race, Religion, Sexual Orientation and Health Information.</p> <p>Internal Only.</p> <p>3 Years.</p>

2. RASA Education Student (course process)	
INFORMATION CATAGORY	WHAT Data We Collect
<p>Personal details:</p> <p>Next of kin:</p> <p>Course Notes:</p>	<p>Name, Date of Birth, Telephone Number(s), Email and Physical Address's.</p> <p>Name, Telephone Number(s).</p> <p>Learner record of your work and progress, Attendance registers, Exam attendance, exam results and certifications.</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is: Primarily:</p> <p>We SHARE this data with:</p> <p>Data RETENTION PERIOD is:</p>	<p>To provide you with the services and/or information you have requested. To get in touch with you about any questions related to your submissions. To keep a record of our relationship with you. To process your data in connection with internal reporting and analysis. To comply with our legal obligations. Documentation should any contractual legal claim arise.</p> <p>Contract.</p> <p>Internally and Educational Bodies</p> <p>Six Years from end of training courses.</p>
<p>Residential Training:</p>	<p>Name, Telephone Number(s), Emergency contact details, Dietary Requirements, Health and medication issues, Any other issues of support requirements,</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is: Primarily: Secondary:</p> <p>We SHARE this data with:</p> <p>Data RETENTION PERIOD is:</p>	<p>Access to training courses, attendance registers.</p> <p>Contract. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data: e.g. Race, Religion, Sexual Orientation and Health Information.</p> <p>Internally and training venues.</p> <p>Six Years from end of training courses.</p>
<p>Transactions:</p>	<p>Payment Card Details: Name, Card Number, Card validation dates, Card Security Verification (CSV) number.</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is: Primarily:</p> <p>We SHARE this data with:</p> <p>Data RETENTION PERIOD is:</p>	<p>To process purchase transactions for services with customers, and to ensure any transaction issues can be dealt with. For accounting and taxation purposes.</p> <p>Contractual.</p> <p>Payment card companies, all in line with the PCI DSS.</p> <p>Only retained while authorisation is pending.</p>

3. RASA Education Student (leaving process)	
INFORMATION CATAGORY	WHAT Data We Collect
Personal details:	Name, Email and Physical Address's, Leaving date. Qualifications achieved.
WHY we collect (the above):	To enable us to finalise the end of the educational contract between both parties.
Our LEGAL BASIS for processing is:	
Primarily:	Contract
We SHARE it with:	Internal and Educational bodies.
Data RETENTION PERIOD is:	Six Years from end of training courses.

2. CHANGES TO THIS PRIVACY NOTICE.

We recognise that transparency is an ongoing responsibility so we will keep this privacy statement under regular review.

This privacy notice was last updated on 29 August 2019.

For the latest version of this and all of our Privacy Notices and Supplements visit <https://www.rasamerseyside.org/privacy>