



Eurythmy Therapy Training
in Great Britain

Eurythmy Therapy Training in GB Privacy notice

The data controller at the Eurythmy Therapy Training is: Shaina Stoehr
The Eurythmy Therapy Training GB collects data for processing on a lawful basis where:

- Processing is necessary for the performance of a **contract** to which the individual is party or in order to take steps at the request of the individual prior to entering into a contract (Article 6 1(b) GDPR). *For example: where processing of data is necessary to enrol learners, or where a member of the public has requested to be included in a mailing list*
- An individual has given **explicit consent** to the processing of personal data for one or more specified purposes and the processing relates to personal data which are manifestly made public by the individual (Article 9 2(a) & 2(e) GDPR) *For example: where a learner requests a reasonable adjustment or special consideration which is health related and health data may be required for the approval process*

What we process

Information that the Eurythmy Therapy Training GB collects, holds and shares includes:

- Personal identifying information, typically name, date of birth, gender
- Personal e-mail address/address/phone number where this has been shared with us, for learner correspondence, or a learner survey regarding experience of a qualification or programme as part of quality assurance monitoring
- Occasionally we process special category data, for example, health and additional support related information (Article 9 GDPR).

Why we collect and use this information

As a Higher Education Institution, we use personal data to:

- Register learners on programmes and qualifications
- Verify learner assessment evidence as part of the quality assurance process
- Issue certificates for qualifications
- Claim certificates from other Awarding Organisations or Universities (e.g. Medical Section of the Goetheanum, Alanus University)
- Issue certificates for CPD programmes
- Approve requests for Reasonable Adjustments and Special Considerations
- Assess the quality of our services using learner surveys
- Respond to enquiries
- Send mailings and updates

What we share

The Eurythmy Therapy Training is an externally validated education provider for Alanus University, and collects learner data to be processed by Alanus University for the purposes of registration and certification. As a University operating from within the European Union Alanus University is bound by law to abide by the GDPR and will therefore not knowingly or intentionally request information from the Eurythmy Therapy Training in GB that would not be GDPR compliant or would cause us to be non-compliant.

As students are also awarded a Certificate in Eurythmy Therapy from the Medical Section at the Goetheanum in Dornach, Switzerland, we are also required to share data with them.

Individual rights

Under GDPR legislation, you have the right to request access to information about you that we hold.

You also have the right to:

- Object to processing of personal data which is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being made by automated means

Please see Appendix 1 for Retention periods of data

Transfers of data to and from third countries

We have a number of registered learners outside the UK. Countries within the European Union have the same GDPR requirements and data protection safeguards as the UK. We may collect and process individual data from countries which do not have equivalent data protection legislation (e.g the United States of America, Russia, Japan, China and India). We collect, process and transfer data from all learners and individuals in the way that is set out in this notice regardless of the country of origin. We will only collect, process or transfer data to and from a third country if the Information Commissioners Office (www.ico.org.uk) have determined that there are adequate levels of data protection legislated for that country, or we have been assured of adequate safeguards by the relevant centre or organisation.

What this means for you when you register for the Eurythmy Therapy programme

The Eurythmy Therapy Training GB is required to have a data protection policy and procedures that are GDPR compliant. If you register as a learner the Eurythmy Therapy Training GB is responsible for the protection and use of your data.

If you require any further information about this Privacy Policy please contact:
Shaina Stoehr

enquiries@eurythmytherapytraining.org.uk

Appendix 1

Retention of personal data by Eurythmy Therapy Training GB

The Eurythmy Therapy Training is required to retain personal data for a variety of purposes. We will not retain data for any longer than is required by a legitimate purpose.

The table below sets out the data that we retain, for how long and why.

Category of data	Location of storage	Retention period	Criteria to determine the retention period
Individual learner details (names, date of birth, gender, unique learner number)	Computer files on secure server Hard copies in locked files	Indefinitely, unless requested to remove	We retain this data in case there is a need for a learner/employer/education provider to request confirmation of certification or replacement certificates
Learner application forms	Secure server and locked filing cabinet for paper forms	Duration of the course	This provides information that we may need to access to contact the student or make specific arrangements for them
Assessment evidence	Secure server, secure online fileshare (eg. Dropbox) Hard copies in locked files	Until learner has qualified and Alanus has had an opportunity to review evidence	This evidence is primarily held by ETT and shared with Alanus University. It must be retained until all quality assurance procedures have been satisfactorily completed.
Employee and third party records	Secure server and locked filing cabinet for paper records	For the duration of employment or length of course	Records held in order to be able to respond meaningfully to guest teachers and students
Special Category data (sensitive data – e.g. medical records, ethnicity, disabilities, etc)	Secure server – restricted access to data controller and designated data processors	The shortest possible time; context dependent.	We will retain this data in relation to special consideration applications for learners for as long as needed to make a decision.