



Northern Guild Privacy Policy

When you provide us with information about yourself and your family, this data is used and stored by Northern Guild.

The main reason for this is to enable us to provide a service to you.

If you are a prospective student, a current trainee, a graduate or professional then we may need to share your data with other individuals or organisations for the purposes of your training or professional development. For example, we may need to share your data with UKCP if you are applying for membership with them.

If you do not want us to share your information, you should let us know. However, there are times when we may still need to share it, for example:

- as part of our duty to protect a child, a vulnerable adult, yourself or the public
- for the prevention and detection of a crime
- for the assessment of any tax or duty
- for the recovery of a debt
- as part of our obligations under the Prevent Duty
- if we are required to do so by any court or law

We may also use some of the information you provide us with for other reasons, such as to:

- maintain records
- respond to any enquiries you make
- administer any events in which you participate or wish to participate in
- create a profile for you so that we can understand your preferences
- contact you about Northern Guild events by email
- investigate complaints
- meet our statutory obligations
- identify and protect those at risk of harm
- ensure the accuracy of our records
- prevent and detect crime
- protect you and other people
- archiving purposes

We keep information about you confidential. This means we store it securely and control who has access to it.

We will only share such information as necessary, and where we are satisfied that the other individual or organisation is entitled to receive it and will keep your information secure.

If you believe that information we hold about you is incorrect, or if you have concerns about how we are handling your personal information, please contact us.

If you wish to have your personal information deleted, please let us know and we will take reasonable steps to delete it unless we need to keep it for legal, auditing, internal risk management or archiving reasons.

Northern Guild is a data controller. We are responsible for collecting and processing your personal information. Processing includes the organisation, retrieval, consultation, use, storing and destruction of information and its disclosure to other parties.

The information you provide will be processed mainly in connection with the administration of your training, the administration of your professional membership or in relation to providing therapeutic services.

If you would like further information then please contact us.

Data Protection Officer
Northern Guild
83 Jesmond Road, Newcastle upon Tyne, NE2 1NH

You can also refer to the Information Commissioner's Office website at <https://ico.org.uk/>