



Northern Guild Privacy Policy

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

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 we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately.

If you wish to train with us, then the information is collected and used during the application process, whilst you are training with us, at the time when your training ends and after you have left.

If you are a client of Northern Guild, your information is collected during your initial assessment but only your basic personal information is retained and stored by us. The sensitive personal information is passed onto your therapist who is a separate data controller. They are highly trained and adhere to very strict codes of ethics and practice, particularly concerning confidentiality and data protection.

The data is used in this way in order for Northern Guild to;

- comply with the contract of training,
- comply with a contract for counselling / therapy services,
- comply with a membership contract,
- comply with any legal requirements,
- pursue the legitimate interests of the organisation and protect our legal position in the event of legal proceedings.

If you do not provide this data, we may be unable in some circumstances to comply with our obligations.

We may also need to process your data to pursue other legitimate business interests, for example, to prevent fraud, for administrative purposes or reporting potential crimes.

If you are a prospective student, a current trainee, a graduate or professional then we will need to share some of your data with other individuals or organisations for the purposes of your training and/or professional development.

If you are a client of Northern Guild, then we will need to share your information with the therapist to which you are referred for counselling or psychotherapy.

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

- maintain our records
- respond to any enquiries you make
- administer any events in which you participate or wish to participate in
- investigate complaints
- meet our statutory obligations
- ensure the accuracy of our records
- prevent and detect crime
- as part of our duty to protect those at risk of harm
- for the assessment of any tax or duty
- for the recovery of a debt
- if we are required to do so by any court of law
- archiving purposes

We keep information about you strictly private 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.

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.

You have rights in relation to the data we hold about you and full details of these can be obtained from the Information Commissioner's Office website.

If you would like further information then please contact us.

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

The Information Commissioner's Office website can be found at <https://ico.org.uk/>