



Persona Development and Training

Privacy Notice

Persona Development and Training is a training organisation which provides a range of courses specialising in counselling.

In order for this organisation to provide its educational services it is necessary to ask every applicant and student for personal information which we must keep as a record of our working contract with each student. The organisation only asks you for personal information for legitimate purposes of providing our educational services and limits the information which it records to that which is relevant and limited to the service we provide. The personal information of unsuccessful applicants is destroyed with 3 months of the candidate being informed of this outcome.

In order to provide our service the organisation is required to share some of your personal information with relevant third-party* service providers. The personal information lodged with Persona does not leave the jurisdiction of the UK. The information we keep is the minimum amount necessary for providing our training. All information is securely protected and is only accessible to staff within this organisation who have been given the required authority.

Your personal information will be stored for the duration of your training and then archived for a further 5 years after which it will be deleted from our systems. A copy of your training certificate and study transcript will be retained.

The monitoring of how your personal information is processed, recorded and securely stored is done by the organisation's Data Protection Officer. This person is appointed to ensure that every person in the organisation (and third-party service providers) adheres to the policies which apply to the security of personal information within Persona Development and Training.

If you require legitimate access to your personal information or if you have a complaint about how the organisation records and stores these data, you can contact the Data Protection Officer directly by emailing dpo@personacounselling.com or telephoning 03302 020283 and asking for the organisation's Data Protection Officer.

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling [0303 123 1113](tel:03031231113) or go online to www.ico.org.uk/concerns

*Persona training team, academic partner, professional accrediting body, Disclosure Scotland and course venue