



Shiatsu College Manchester CIC Privacy Policy

(Shiatsu College Manchester CIC is one of the five branches of The Shiatsu College. This policy refers to our local branch activities and training. Please also refer to The Shiatsu College Privacy policy)

- To enable Shiatsu College Manchester CIC to respond to enquiries, provide training to students and CPD events to our graduates, we may collect and process your data in the following ways.
- If you contact us we will use the contact details you have given us to provide you with the information requested.
- We provide a newsletter via Mailerlite, which enables you to consent to receive regular news from Shiatsu College Manchester
- Shiatsu College Manchester has a Facebook page to publicise events and keep in touch. Users can consent to receiving information via Facebook by following our page.
- If you apply to train on one of our courses, we will use your name and contact details to provide you with further information and to maintain contact while you are training.
- During your training we also keep records of your attendance and payments, as well as details of your progress through the course.
- We may sometimes take photos for publicity purposes and your consent will be sought for this.
- Once you have graduated, we will continue to store your name and date of graduation as a record that you have trained with The Shiatsu College.
- We will hold information regarding your training as a shiatsu practitioner for as long as required by external validation organisations and our insurance.
- If you leave the training before graduating, we will keep your name and details of your progress in line with requirements of external validating organisations and insurance to allow you to continue with the course in the future if you chose.
- We will continue to hold details of payments due for long enough to facilitate management of outstanding payments.

-Shiatsu College Manchester CIC also shares certain data with The Shiatsu College as follows:

-The Shiatsu College provides the Shiatsu College online system which is used to communicate with students and record progress in training. We share your name and email address to allow you to use this service.

-The Shiatsu College or one of its other branches may run a residential event. Shiatsu College Manchester may share data about students to allow them to attend this event.

-Students also graduate from The Shiatsu College rather than their local branch, so data about your progress on the course is shared to allow graduation and to maintain a record of graduates.

-The Shiatsu College will share your name, email address, and date of birth with the Shiatsu Society in order for them to pass this information to Laser learning, our externally validating organisation. This enables you to receive the externally validated Level 4 qualification on successful completion of your training.

-Shiatsu College Manchester will not pass your details on to anyone other than in the ways described above without your additional consent.

-We keep local branch data that is not within the Shiatsu College online service, securely either digitally using Dropbox, or if on paper, in a secure place.

-We hold data on the basis of our legitimate interest in providing you with training, with some further data held with your consent.

-You have the right to see data we hold about you. If you have questions or concerns, contact Rachel Ecclestone at - manchester@shiatsucollege.co.uk

-Shiatsu College Manchester CIC is registered with the ICO.

-For information about your rights relating to your data please go to www.ico.org.uk/your-data-matters/

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