

DATA PROTECTION POLICY

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Your personal information and the purposes for which it is used

As soon as you contact Your4legs we will create a record of your enquiry. Personal information is used to reply to this enquiry and to provide you with information about our services. Once you return an application form for a course we will create a record of your name. The information that we collect is based on your application form. Your4legs holds general information about students and complementary therapy clients such as name, address, animal names, vet confirmation sheets, course applied for, fee payments, equal opportunities information and data to do with your course assessment and progress. The data controller for your personal data is the your4legs course provider (Stef Watts).

Your4legs uses personal information to:

- provide information for enquiries. This includes sending you information about the qualifications we offer.
- process registrations and certifications
- track your assessment progress and to provide services to you

Your information will not be accessible by any other companies or individuals, unless you have applied for a course where your details will be sent to the awarding organizations. The awarding organizations will only use your details to ensure they send you the correct completion certificate at the end of your course.

Should you decide to join the awarding organization and take advantage of their membership and business insurance, then the personal information you share with them is between you and the awarding organization and will fall under their Data Protection Policy.

If you are in debt to your4legs, we may give other people information for the purposes of recovering debt.

If you have been sponsored to complete a course, signing your application form will give us permission to send workshop and assessment feedback reports, which you will have already seen and signed, to representatives of your sponsoring organization.

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Our principles

Your4legs is committed to the data protection principles of good information handling practices. All personal information is held in secure computer and manual files and any transfers of data are only made with the student's or therapy client's approval.

Security

Your4legs takes security very seriously. Please note that internet email and social media sites is never a 100% secure way of communicating. By using it, you agree that you will send any information at your own risk. Whilst we take reasonable precautions to make sure that other organizations who we deal with have good security practices, we are not responsible for the privacy practices of those organizations whose websites may be linked to our services.

Your4legs regularly risk assesses its IT and website security, as well as the adequacy of the secure location of all paperwork. We have also appointed a 3rd party to manage the building and security of the company website in the future.

Access to your data

Under the Data Protection Act, you have the right to receive a copy of the personal data we have about you. If you want a copy, please write to the course provider (Stef Watts) (Address top of page 1)

Processing personal data as part of your course assessment

You are not usually expected to process personal data as part of your assessment, but may be required to complete a number of case studies. We recommend you follow the guidelines below:

- you should remove client names from all written evidence such as case notes or evaluative commentaries
- where you are being questioned by your assessor, you should ensure that your client remains anonymous
- where observation of work is required, you should get your client's permission to be observed in a way which clarifies and respects their right to refuse
- where video recordings are used, you should get your client's permission for video session, and for the use to be made of the video, in a way which clarifies and respects their right to refuse. You must make it clear to the client that they can stop the recording at any time; ask for the video to be destroyed immediately after the session and/or not to be forwarded to the assessor. If you have used a video for assessment purposes, you should destroy it afterwards.

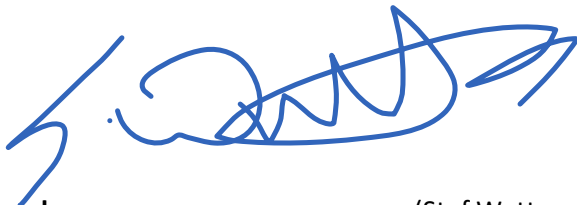
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GDPR Statement:

This statement will appear on your4legs forms where client information is added and will be explained at the outset with all new clients.

This statement will also appear on the new Your4legs website, which is currently under construction

Your4legs will hold your data for legitimate business reasons only, to ensure we can process your course application, manage your course assessments or manage ongoing contact if you are a therapy client. Your4legs will hold your data for the time you continue to be a client. Once you are no longer a client, your4legs will hold your data for 7 years after which point it will be securely shredded and/or electronically deleted. Data may be held electronically and in hard copy. Your4legs will not use your data for marketing or profiling purposes. Should you have any questions about your data, or wish to exercise your rights as a data subject, our Data Controller is Stef Watts who can be contacted on 07715498872



Signed: _____ (Stef Watts, your4legs company owner) Date: 30/10/21