

*The Bedfordshire Centre for Therapeutic Studies*

Short version Privacy Notice

To be read alongside our long version GDPR Privacy Policy 2018. If you haven't received this by email already please contact Kate Williams.

**Consent to process information**

By signing you are also giving consent for BCTS to collect and process your personal data for the function of delivering counselling training. This involves:

- Collecting personal details: name, address, telephone number, email address, date of birth, ethnicity, gender and other more sensitive reflective information.
- Registering you with CPCAB where your name, date of birth, ethnicity, gender and age are inputted into their registration system.
- Keeping your application on file and stored in a secure place.
- Recording tutorials, progression reports and any other relevant information.
- All documents will be shredded 7 years after the completion of your course.
- Storing mobile numbers in mobile phones (tutors/supervisors) for emergency use.
- Once your course has finished you may be informed about CPD and other courses via email unless you opt out. Please email Kate Williams should you wish to withdraw your consent at anytime post qualifying. The centre won't pass on or sell your information to any third party for advertising purposes.

Student Name:

Signature

Date: