



Data Protection Statement - Students

Revision 1.01 15/02/2024

Overview

This document covers the processing of Personal Data relating specifically to Students. The Greenane Centre's primary focus is the training of mental health professionals. In furtherance of this aim The Greenane Centre Ltd. provides part-time CPD courses of education and training that enables graduates work in specialised areas outside and in addition to their core training.

Sources of Student Data

We will only ever source Personal Data relating to Students in a way that would be generally expected. The primary source of Student Personal Data is directly from the Student. We may also receive Personal Data about Students indirectly, including from:

- Facilitators, Tutors, examiners and assessors of the Student
- Anyone providing a reference for the Student
- Third parties and public sources
- Class recordings and tutorials

Categories of Student Personal Data

The list below sets out the general categories of Personal Data that we collect in relation to Students. We have provided information about the Personal Data types that may be included in each Personal Data Category. We will always seek to minimise the Personal Data we process, and the relevant Personal Data types will only be collected where required for the purpose.

Personal Data Category	Description
Contact Data	- may include your email address, phone number, postal address and other communication details
Identification Data	- may include your name, qualifications, memberships
Communications Data	- may include Personal Data included in communications with us over email, phone or letter
Parking Data	- may include vehicle make, model and registration number
Financial Data	- may include your payment details.



Our Processing Activities

Some of the Personal Data we collect comes from the application form that you must complete if you wish to participate in one of our educational courses. We also obtain Personal Data while you are a student at The Greenane Centre. This includes, in particular, Personal Data about your academic performance during the course of your studies.

We have set out in the table below, the general purpose of processing, the categories of Personal Data processed and the related lawful basis for processing.

Purpose/Activity	Type of Personal Data	Lawful Basis for processing
Student Applications		
Responding to queries	Application Data	Contract
Reviewing student registrations	Communications Data	Legitimate Interest
Sending acceptance/rejection emails		Consent
Course Management		
Student communications	Contact Data	Contract
Delivery of courses	Identity Data	Legal Obligation
Recording of classes	Education Data	Legitimate Interest
Assessment of students	Communications Data	Consent
	Log Data	
Student Administration		
Maintaining student records	Contact Data	Contract
Management of grievances	Identity Data	Legal Obligation
Disciplinary actions	Education Data	Legitimate Interest
Dealing with enquiries	Communications Data	Consent
	Log Data	
	Student Record Data	
	Assessment Data	
Student Finance		
Maintaining student records	Financial Data	Contract
Dealing with enquiries	Contact Data	Legitimate Interest
	Identity Data	



Retention of Student Personal Data

In some circumstances it is not possible for us to specify in advance the period for which we will retain your Personal Data. In such cases we will determine the appropriate retention period based on balancing your rights against our legitimate interests. We may also retain certain Personal Data beyond the periods specified herein in some circumstances such as where required for the purposes of legal claims.

Our retention policy is as follows:

Purpose of Processing	Retention Period
<i>Student Registrations</i>	12 months for unsuccessful applicants, cancellations & withdrawals Until the student completes the course, plus one year or until any relevant appeals process or statutes of limitation of appeals have expired
<i>Course Management</i>	Until the student completes the course, plus one year or until any relevant appeals process or statutes of limitation of appeals have expired Assessment Submissions and Class Recordings are retained for 13 months
<i>Student Administration</i>	Until the student completes the course plus one year, or until any relevant appeals process or statutes of limitation of appeals have expired
<i>Student Finance</i>	Payment details are deleted once full payment has been received. Record of the payment is maintained for 7 years
<i>Graduation/Certification</i>	In perpetuity