



Privacy Notice for Independent Counselling Training

Effective Date: 15th June 2026

Data

At Independent Counselling Training (ICT), we value your privacy and are committed to protecting your personal information. This Privacy Notice explains how we collect, use, and protect your data, as well as your rights regarding that information.

1. Information We Collect

We may collect the following types of personal information:

- **Student Information:** Name, contact details, date of birth, and academic records.
- **Staff Information:** Name, contact details, employment history, and qualifications.
- **Financial Information:** Payment details for course fees and registration fee.

2. How We Use Your Information

We use your information for the following purposes:

- To provide educational services and support.
- To communicate with students and staff.
- To manage enrolment and registration processes.
- To comply with legal and regulatory obligations.

3. Sharing Your Information

We may share your information with:

- **Third-Party Service Providers (such as CPCAB):** To assist with educational services and administrative tasks.
- **Regulatory Authorities:** As required by law or to comply with educational regulations.

4. Data Security

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, loss, or misuse. Access to personal data is limited to authorized personnel only.

5. Your Rights

- **Access:** You can request a copy of the personal data we hold about you.
- **Correction:** You can request corrections to inaccurate or incomplete information.
- **Deletion:** You can request the deletion of your personal information, subject to certain exceptions.
- **Objection:** You can object to the processing of your personal information under specific circumstances.

6. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any changes will be posted on our website with an updated effective date.

7. Contact Us

If you have any questions about this Privacy Notice or our data practices, please contact us at:

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07795 106498
