



## Notice to Students

The General Data Protection Regulation (GDPR) came into effect on 25<sup>th</sup> May 2018 and we issue this Privacy Notice in accordance with the regulation. Detailed guidance on this regulation can be found at [www.eugdpr.org](http://www.eugdpr.org)

Our Privacy Notice can be found at:-

- [www.reikitradition.me.uk/privacy-notice](http://www.reikitradition.me.uk/privacy-notice)

The Privacy Notice can also be found by typing the above website URL into any web browser. It is located under the “**About Us**” Tab on our website.

Reiki Tradition are required to seek your consent to re-confirm that you are still happy to be contacted and for us to store and use your personal information in accordance with the GDPR of 25/05/18.

We may also use your image, taken at the presentation evening, for marketing purposes on our Website.

Update your preferences:

I have read the Reiki Tradition Privacy Notice. Please indicate if you are happy to continue receiving emails and to give your consent for us to store your personal information in accordance with the said Privacy Notice.

Yes       No

Signed: ..... Print Name: .....

Date:.....

Please print, sign and return one copy to:

[info@reikitradition.me.uk](mailto:info@reikitradition.me.uk)

Retain a copy for your own records.



Reiki Tradition  
*'Accredited Reiki Training Provider'*



## PRIVACY NOTICE – Reiki Tradition

### ***Background***

The General Data Protection Regulation came into effect on 25/05/18. This regulation affects the regulation, treatment and use of personal data belonging to EU residents.

Detailed information can be found at: [www.eugdpr.org](http://www.eugdpr.org)

This Privacy Notice provides you with information on how we collect and process your personal data using the website and student application forms (i.e. where you interact with us). It is important that you read this Privacy Notice and any subsequent contact we provide on specific occasions when we collect or process your personal data.

This is not intended for children (under 16's) and we do not knowingly collect data relating to children.

### ***Who we are***

Reiki Tradition (we/us) is an independent provider of Accredited Reiki Training based at The Therapy Rooms, Springhead, Saddleworth OL4 5SJ, UK. We are registered with the Federation of Holistic Therapists (FHT) to provide training leading to an accredited qualification in Reiki.

Website: [www.reikitradiation.me.uk](http://www.reikitradiation.me.uk)

When you use our service you will share your personal information with us. We are upfront about the information we collect, how we collect it, who we share it with and the choices we give you to control, access and update your information for the purpose of data protection legislation. If you have any query in relation to our Privacy Notice please contact us: [info@reikitradiation.me.uk](mailto:info@reikitradiation.me.uk)

### ***Personal information we collect and use***

If you have applied to attend a training course we will collect and store the following information:

- First Middle Surname.
- Home address.

- Email address.
- Home telephone number / mobile telephone number.
- Date of accreditation / which level attained
- Photographic image (from your presentation evening).

The home website is linked to google analytics (web browser / IP address). However, data is not currently accessed.

The payment method for training courses is via a weblink to the NatWest Bank.

We do not share your personal information. However, if you attend a Local Support Group meeting (LSG) we are required to send the attendance record sheet containing your name, email address and membership number to the FHT. This is sent by us via an encrypted email in accordance with the FHT Data Protection requirements.

The data collected helps us to build a profile of our users. Some will be aggregated or statistical which means that we will not be able to identify you individually.

### ***Category of personal data Purpose for processing Legal base under GDPR***

Name & contact details for Service delivery / Performance of contract

Service messages by email for delivery / Performance of contract

Text / messenger

Information by email for Consent

Book a training course for Consent

Fraud prevention & detection for Legal obligation

Image on Facebook / Reiki Tradition website for advertising events

Payment information: Take payment / refund for Performance of Contract

### ***Who we share your personal data with***

We do not share your personal information with a third party. If you submit a complaint to the FHT information will be shared with the FHT in order to assist in the satisfactory resolution of your complaint.

NB see Complaints Policy on our website.

### ***How long your personal information will be kept***

We will hold your information for as long as you are a registered student, or as long as is needed (support and related reporting and analysis). If reasonably necessary or required to meet legal / regulatory disputes, to prevent fraud or enforce our Terms and Conditions. We may also keep hold of some of your data (anonymous if you have subsequently withdrawn your consent) for statistical purposes.

## ***Control over your personal information Under the GDPR you have important rights***

- To be informed about how your personal information is being used
- Access to personal information we hold about you in a clear and structured format
- Required that we transfer elements of your data to another service provider (ie a 3rd party such as the FHT)
- Required to correct any mistakes in your information which we hold
- Request for erasure / amendment to personal information
- Request to stop processing personal information
- To receive the personal information concerning you which you have provided to us in a structured format
- Request to stop any direct marketing
- Object to processing your personal data.

If you would like to exercise any of these rights, please contact us at the registered address or email us: [info@reikitradiation.me.uk](mailto:info@reikitradiation.me.uk)

We will try to respond to all legitimate requests within one month. If this is particularly complex we will notify you and keep you updated.

See website: [www.ico.org.uk](http://www.ico.org.uk) for information about the Information Commissioner's Office.

## ***Keeping your personal information secure***

We are committed to keeping your personal information secure. We hold your personal information on an internal system with regular back up to an encrypted, password protected iCloud. Access is restricted to Mr Martin R Thirlwell (Data controller / owner of Reiki Tradition.

See website : [www.getsafeon-line.org](http://www.getsafeon-line.org) (supported by HM Government).

## ***Changes to Privacy Notice***

This Privacy Notice was published on 10<sup>th</sup> May 2018 and reviewed / updated on 10<sup>th</sup> September 2019 and 23<sup>rd</sup> May 2020.

Any changes we make to this Notice will be posted on the website: [www.reikitradiation.me.uk](http://www.reikitradiation.me.uk)

NB we will retain a record of your signed Terms & Conditions / subsequently updated forms, so that we can prove that your consent has been granted.

## ***Review***

This policy is reviewed regularly and updated as required.

- a. Adopted on.....[10<sup>th</sup> May 2018]
- b. Last updated on.....[10<sup>th</sup> September 2019 and 23<sup>rd</sup> May 2020]
- c. Author.....[Mr M R Thirlwell]