

## Privacy Notice: Training, Conferences and Events

This privacy notice explains how the Anna Freud National Centre for Children and Families (AFNCCF, 'we', 'our', 'us') collects, uses and shares personal data of people who apply to attend training and conferences organised or provided or the AFNCCF ('you', 'your'). Your personal data will be processed as set out in this notice.

If you have any questions about this notice, or the use of your personal data you can contact our Training team ([training@annafreud.org](mailto:training@annafreud.org)) or the Data Protection Officer (DPO@annafreud.org).

AFNCCF is a Data Controller in terms of Article 4 of the General Data Protection Regulation (EU) 2016/679. We collect and process information about your application and or enquiries (your personal data) in electronic form, during the application process.

### The personal data we process

We collect information about you using the online application form, including your name, address, contact details, professional qualifications and employment history. This detail is set out in the table below.

### How we use your personal data and the lawful bases

We collect and use your data in the ways set out below. We collect the application data relying upon Contract or Legitimate Interest as our lawful bases (Article 6 (1)(b and f) of the GDPR). Where you agree to it, we may use your contact details for marketing purposes and we do so relying upon your consent (Article 6 (1)(a)). We also request special category data to monitor equality and diversity. Providing this data is optional, and we only process this data with your consent (Article 9(2a) of the GDPR).

This detail is set out in the table below:

Website and email enquiries				
What information will we collect about you?	How will we collect information about you?	Why are we processing information about you?	How long will we keep this information for?	What is our lawful basis for processing information about you?
Name, contact details, nature of enquiry	Submitted by email or over the phone	In order to respond to your enquiry	Until the enquiry is closed	Legitimate interest

**Training, conference and events registrants**

<b>What information will we collect about you?</b>	<b>How will we collect information about you?</b>	<b>Why are we processing information about you?</b>	<b>How long will we keep this information for?</b>	<b>What is our lawful basis for processing information about you?</b>
Name, event attended and event date (required)	Provided by you through the online booking form	In order to confirm certification at an event and we use the data (anonymised) to report on training activity and plan future event activity at the Centre. If you have signed up to an online training, your name will be used to generate a certificate upon completion of the online training.	Indefinitely, we retain a list of all attendees. Your name will be removed from the online training platform after your online training license has expired, unless you request to cancel your license before it is due to expire.	Legitimate interest
Email address (required)	Provided by you through the online booking form	In order to contact you about your booking. If you have signed up to an online training, your email address will also be	If you opt out of training mailings, we will keep this information for two years in case any query should arise from your booking.	Contract

		used (alongside your full name) to generate an online training license and log-in for you.	If you opt in to training mailings, we will keep this information until you withdraw consent to be contacted. If you have signed up to an online training, your email address will be kept on file for the duration of the online training license, unless you request to cancel your license before it is due to expire.	
Contact telephone number (required)	Provided by you through the online booking form	In order to contact you about your booking. This won't be shared or used for any other purpose than emergency notifications about the training.	We will keep this information for two years.	Legitimate interest
Postal address (Address line 1, town/city and country and required; Address line 2, county and	Provided by you through the online booking form	In order to send you an invoice and receipt for your booking.	If you opt out of training mailings, we will keep this information	Contract

<p>postcode are optional)</p>		<p>If you opt in to training mailings, your town and country will also be used to tailor information on trainings that are taking place near you.</p>	<p>for two years in case any query should arise from your booking. If you opt in to training mailings, we will keep the town and country where you reside on file until you withdraw consent to be contacted.</p>	
<p>Organisation, job title, groups worked with, sector (required)</p>	<p>Provided by you through the online booking form</p>	<p>In order to check your eligibility for the training or event where applicable. It will also be shared with the tutor of the event for their information. If you opt in to training mailings, it will also be used to tailor information on trainings and events that may be relevant to you.</p>	<p>If you opt out of training mailings, we will keep this information for two years in case any query should arise from your booking. If you opt in to training mailings, we will keep this information until you withdraw your consent to receive mailings.</p>	<p>Contract</p>

Professional qualifications (where applicable)	Provided by you through the online booking form	In order to check your eligibility for the training or event where applicable. It will also be shared with the tutor of the event for their information.	We will keep this information for two years in case any query should arise from your booking.	Contract
Special requirements (optional)	Provided by you through the online booking form	In order to help us accommodate for any special requirements , such as dietary or access related, you may have.	We will keep this information for two years in case any query should arise from your booking.	Consent
Card payment details (optional)	Provided by you through the online booking form	In order to take payment for the event	We do not hold this information on file. Instead, Barclays process card payments on our behalf (third party processing).	Contract
Your consent to receive marketing emails (optional)	Provided by you through the online booking form	To confirm you want to receive emails about trainings and events	We will keep this information until you withdraw consent to be contacted	Your consent to receive marketing communications

Your ethnicity	Provided by you if you choose to complete the survey in our pre-course email	So we can monitor the diversity of our audience and take action to improve our reach.	We will keep this information separate to your personal record. It will be used in aggregate form and will be held indefinitely	Consent
Your sexual orientation	Provided by you if you choose to complete the survey in our pre-course email	So we can monitor the diversity of our audience and take action to improve our reach.	We will keep this information separate to your personal record. It will be used in aggregate form and will be held indefinitely	Consent
Disability information	Provided by you if you choose to complete the survey in our pre-course email	So we can monitor the diversity of our audience and take action to improve our reach.	We will keep this information separate to your personal record. It will be used in aggregate form and will be held indefinitely	Consent

**Organisations we share data with**

<b>Organisation</b>	<b>What information about you will we share?</b>	<b>How will we collect information about you?</b>	<b>Why are we sharing this information about you?</b>	<b>What is our lawful basis for processing this</b>
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				<b>information about you?</b>
<a href="#">IPT UK</a>	Name, email address, professional registration of IPT training registrants	Provided by you through your IPT application form	In order to allow you to become a member of IPT UK	Contract
UCLA	Name, job title, organisation of MBT Los Angeles training registrants	Provided by you through the online booking form	In order for the host organisation to register delegates upon arrival	Contract
McLean Hospital	Name, job title, organisation of MBT Boston training registrants	Provided by you through the online booking form	In order for the host organisation to register delegates upon arrival	Contract
<a href="#">BPC</a>	Name, email address, city and country of residence, core profession,	Provided by you upon invitation to join the BPC's register of accredited practitioner	In order to allow the BPC to advertise your accredited Practitioner Status on a public professional register	Your consent to details being displayed on the BPC's website, listing qualified practitioners.

<a href="#">Blackboard</a>	Name, email address	Provided by you through the online booking form	In order for you to join the online training provided on the Blackboard online training platform	Contract
<a href="#">Zoom</a>	Name, email address	Provided by you through the online booking form	In order for you to join the online event/training provided on the platform Zoom	Contract
<a href="#">Hubilo</a>	Name, email address	Provided by you through the online booking form	In order for you to join the online event provided on the platform Hubilo	Contract
<a href="#">Disciple</a>	Name, email address	Provided by you through the online booking form	In order for you to join the online training provided on the Disciple online training platform	Contract
<b>Organisations we receive data from</b>				
<b>Organisation</b>	<b>What information about you will we receive?</b>	<b>How will we receive information about you?</b>	<b>Why are we receiving this information about you?</b>	<b>What is our lawful basis for processing this information about you?</b>



Training commissioner	Name, email address, city and country of residence, core profession	Sent by the local training/event commissioner electronically	In order to confirm certification at a training/event , and we use the data (anonymised) to report on training activity and plan future training activity at the Centre. The information will also be shared with the tutor of the event for their information.	Legitimate interest
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### **Sharing your personal data with others**

The application information is gathered directly by us and processed in-house. Payment information is gathered and processed by Barclays. A link to their privacy notice can be found [here](#).

Where you successfully complete a training course and become eligible to be added to a professional register we will share your details with the relevant body.

Where we provide training on behalf of a commissioner, they will share your details with us, so we can retain a record of all attendees. Where you agree they will also share your contact details for marketing purposes.

### **International transfers**

Our IT Support company may provide support from outside the European Economic Area, which may result in personal data being accessed from outside the EEA. We have a contract in place to ensure this is legally compliant and secure.

### **How long your personal data is kept**

Training/conference/event applicant:

If you have successfully, or unsuccessfully, attempted to register for one of our trainings or events, the information you have entered will be kept on file for 2 years in case any query should arise from your booking. After 2 years from the training/event date, all registration information will be deleted.

#### Training/conference/event attendee:

If you have attended a training or event with us, your name will be held on record indefinitely so that we can confirm your accreditation and reissue your certificate(s) to you upon request. All other data submitted to us will not be held on file after two years (see above) unless you have opted in to our training mailings. If you have opted in to training mailings, your name, email address, town, country, sector and profession will be held on your record until you withdraw consent to be contacted by us.

#### Enquirer:

Your name, contact details, and the nature of your enquiry will be kept on file until the enquiry is closed.

#### Newsletter recipient:

Your personal data will be kept on file until you withdraw consent to be contacted with our newsletter. Should you withdraw consent to be contacted, only your name and training or events that you have attended will be kept on file for certification purposes; any other information we hold on you will be deleted. If you have never attended one of our trainings or events, all of your personal data will be deleted from our file.

### **Your rights and further information**

You have rights with regard to your personal data which vary according to the lawful basis for use:

1. The right to be informed, this privacy notice tells you how we will use your data.
2. The right of access – you can ask us for a copy of the data we hold on you, this is called a subject access request and you can send such requests to [DPO@annafreud.org](mailto:DPO@annafreud.org) or call 020 7794 2313.
3. The right to rectification – you can ask us to correct inaccuracies in your data.
4. The right to erasure – in certain circumstances you can ask us to delete your data.
5. The right to restrict processing – in certain circumstances you can ask us to stop processing your data.
6. The right to data portability – you can ask for an easily transferable copy of your data.
7. The right to object – you can object to our processing of your data, particularly where we rely upon your consent to do so.

8. Rights in relation to automated decision making and profiling – we don't use these processes in recruitment.

You can read more about data rights on the Information Commissioner's website (<https://ico.org.uk/your-data-matters/> )

### **Making a complaint**

If you feel we may not be handling your data appropriately or if you have any queries or concerns about this you can contact us, [dpo@annafreud.org](mailto:dpo@annafreud.org)

You can also, at any time, make a complaint about our processing of your data to the Information Commissioner, <https://ico.org.uk/global/contact-us>