



## Birthlight Privacy Policy

As a teacher–training provider, Birthlight Ltd and its trading arm Birthlight Teaching Ltd (referred below as Birthlight) must retain certain information about its course organisers, tutors, students, members, customers and employees. This allows us to record the students and teachers learning path and qualifications, effectively manage member/customer correspondence and monitor the quality of our training courses. To comply with the law, we must collect and use our information fairly, store it securely and not unlawfully disclose to any other person.

Birthlight must comply with the Data Protection Principles which are set out in the legislation. Personal data shall:

- Be obtained and processed fairly and lawfully, it will not be processed unless one of the legal conditions as set out in the legislation is met
- Be obtained for a specified, limited, appropriate and lawful purpose, it will not be processed if incompatible for that intended purpose
- Used in a way that is adequate, relevant and not excessive
- Be accurate and kept up to date
- Kept for no longer than is absolutely necessary
- Handled according to the data protection rights
- Kept safe and secure away from unauthorised access, accidental loss or destruction

Birthlight and all staff who have access to or process personal information must ensure that they follow the above principles at all times.

Birthlight will adhere to Data Protection Act by:

- Observing the conditions regarding the fair collection and use of information
- Specify the purposes of which the information is used to meet legal obligations
- Only collect and process appropriate information to the extent that it is needed to fulfil our operational needs and/or to comply with legal requirements
- Ensuring the quality of information we use
- Ensuring we do not hold the information any longer than necessary
- Ensuring the rights of people of whom the information is held under the Act (e.g. informing them that processing is being undertaken, to access personal information, correct, rectify or erase incorrect information)
- Ensuring we have the appropriate technical and organisational security measures to protect personal information
- Not transferring personal information abroad without suitable safeguards being in place

### Data security

All Birthlight staff and consultants are responsible for ensuring:

- Data security is maintained by protecting the confidentiality, integrity and availability of personal data
- Personal information is not disclosed orally, in writing via email or any other web pages or by any other means to any unauthorised third party



## **Card payments and purchases**

Birthlight is PCI compliant, in accordance with these regulations we do not store debit or credit card details on site. If you have given us consent to retain your debit or credit card, your details are stored via secure third-party merchant providers on their systems. They are encrypted, with the exception of the last four digits of the card number and its expiry date, and cannot be viewed by any member of the Birthlight team.

## **Student/Teacher information**

Birthlight will retain student/teacher's personal details (at least name and email address), assessment results and qualification achievements for the lifetime of the qualification. We will only share this information with the tutor and/or course organiser who are teaching and organising the course attended by the student in order for the student to attend, complete the coursework and gain the qualification.

We will not disclose any of this information to a third party unless the student/teacher has authorised us to do so.

If a Birthlight student/teacher wishes to access personal details relating to any course he/she attended they will be subject to an identity check before any information is disclosed.

Birthlight qualified teachers with active membership can list their classes and have an active profile on the Birthlight website as well as a link to their own website. Each active member and teacher is responsible for the data they are listing. Birthlight is not responsible for any third party website links and their content listed by the teachers. However, Birthlight reserves the right to withdraw one's listing if the content is not appropriate and or misleading. Birthlight will also regularly check that the teachers listed on the Birthlight website have an active birthlight membership and a valid qualification and will contact them if this is not the case and withdraw them for the class listing.

## **Tutors responsibility**

Tutors must ensure that they adhere to legislation surrounding data protection. Further advice and guidance can be obtained from the [Information Commissioner's Office](#) and the General Data Protection Regulation (GDPR). Tutors are informed and signed a data policy agreement with Birthlight on the way to handled students' data.

## **Course organiser responsibility**

Course organisers must ensure that they adhere to legislation surrounding data protection. Further advice and guidance can be obtained from the [Information Commissioner's Office](#) and the General Data Protection Regulation (GDPR).



## **Certified centre information**

Birthlight will record and update centre contact details whilst they retain their approval status with us. A list of Birthlight certified centres is listed on our website. Once a centre becomes inactive with Birthlight, their record and contact details held on our database will be retained as it existed at the point of withdrawal, this is so it does not compromise any historical data, however we will remove the centre contact details from our website.

## **Birthlight conferences**

Birthlight will collect the necessary information for the purpose of the conference and the website and the bookings are controlled and managed by Birthlight Ltd.

## **Birthlight On Tour website**

Information collected under the Birthlight on Tour website is for the purpose of the Birthlight On Tour courses only is controlled and managed by Birthlight Ltd.

## **Right to request access to data**

Under GDPR, individuals have the right to access their data for:

- Confirmation that their data is being processed;
- Access to their personal data; and
- Other supplementary information related to birthlight activities and this individual.

Request can be made by email to: [enquiries@birthlight.com](mailto:enquiries@birthlight.com). Any request will be subject to an identity check and the first request will be free of charge. Any further request will be charge £10/request in order to cover the administrative cost of providing the information.

## **Monitoring and review**

This policy and its procedures will be reviewed regularly for improvements as part of our quality assurance requirements. We reserve the right to change this policy at any time. This will ensure it is fit for purpose, reflects the services we deliver and we provide services which are relevant to the requirements of individual needs.