



SCHOOL OF ART & THERAPY

## Data Protection and Privacy Policy - 2021

Reviewed 2<sup>nd</sup> May 2018, Approved by Trustees on 15<sup>th</sup> May 2018

**Updated September 2021, next review due September 2023.**

If you entrust Tobias School of Art and Therapy with any of your personal data we assure you that we take that trust seriously and we want you to know how we use your information and why.

### **Who is holding your information?**

The information you have given to us is kept by the school office with relevant information (such as names, emergency phone numbers and medical issues) also accessible to the lecturers. We do not permit copying or sharing by our staff and actively monitor for any potential breaches.

### **Where do we get data from?**

We only hold data provided to us by you. We only keep data that is necessary to run Tobias School of Art and Therapy in an efficient manner.

### **Where is your data stored?**

In common with most small businesses, we do not have any tailor-made software – we use mainstream packages for record keeping, email and accounting etc. We have picked mainstream suppliers with appropriate security standards. These include Microsoft, Google and Mailchimp.

### **Do we share your data?**

We never sell data we hold.

Your information is held in the strictest confidence. Our staff are aware that confidentiality is paramount and any sharing of data is a breach of data regulations.

Your information will be shared with appropriate external bodies to facilitate the efficient running of Tobias School of Art. These bodies will include City and Guilds, Placement Managers and Government Bodies.

### **How long do we retain your data?**

We will keep and update records for as long as you are a student or connected to Tobias and your account is open. If you are no longer connected to Tobias School of Art and Therapy we can either delete your data or you can stay with us as part of our *friends and alumni*. We hope that you will.

### **Want to see what we hold on you?**

Under the GDPR regulations you have the right to know what information we hold on you. Simply send an email to [info@tobiasart.org](mailto:info@tobiasart.org) and we will download what we have (or send screenshots) and send it to you. If you believe we have information we should not be

keeping, or it is out of date or otherwise wrong, please let us know and we will take appropriate action.

**Do you have a complaint?**

If you have a complaint about the way we are handling your information or how we have responded to a request for information or data removal, please let us know. If we find we are unable to reach an agreement, please feel free to contact the Information Commissioner.

The nominated members of staff at Tobias School of Art and Therapy to deal with Data Protection (GDPR) from now until the next review are:

Tony Cox, Administration staff – budgets, facilities & policies.

Helena O’Sullivan, Office & Administration Manager.

Their contact details are: 01342 313655 or [info@tobiasart.org](mailto:info@tobiasart.org)