



## Data Privacy Notice

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”)

### 1 Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data.

- The APNP Course Student List will include your name, telephone number, email address and postal address.
- This will be available to the tutors and only shared with other students on your course with your consent.
- For those who have subscribed to the APNP Events List: APNP will hold your name, telephone number, email address.

### 2 Who are we?

Ancient Pathways New Perspectives (APNP) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3 How do we process your personal data?

APNP complies with its obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

For those who are APNP course students:

- To send you information and news relevant to your course
- To send you occasional information about other APNP training courses and events.
- To send you occasional information about other training courses and events which the tutors consider relevant to the course you are studying.

For subscribers to the APNP Events List

- To send you occasional information about other APNP training courses and events.
- To send you occasional information about other training courses and events considered relevant to Christian spirituality.

### 4 What is the legal basis for processing your personal data?

- For APNP Course Students: your consent to have your name and details on the APNP student list.
- For subscribers to the APNP Events List: your consent so that we can keep you informed about news, events, activities and services offered by the APNP and related events.
- Data processing is carried out by members of the Development Group or those specifically delegated by the Development Group, provided that there is no disclosure to a third party without consent.

## **5 Sharing your personal data**

Your personal data will be treated as confidential and if we wish to share your personal data outside the APNP, then we will always seek your consent first.

## **6 How long do we keep your personal data?**

We keep data

- For APNP Course Students until 3 years after the course.
- For subscribers to the APNP Events List – until you unsubscribe, which you can do at any time.
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## **7 Your rights and your personal data**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which APNP holds about you;
- The right to request that APNP corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the APNP to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you the data subject, with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to lodge a complaint with the Information Commissioners Office.

## **8 Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then prior to commencing this process, we will provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9 Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the APNP Development Group via email at [enquiry.apnp@gmail.com](mailto:enquiry.apnp@gmail.com)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.