

# Privacy Policy

## 2024



The Guild of Analytical Psychologists (G.A.P.) is a charitable company formed by a group of Jungian analysts in 1987. Formerly known as the 'Guild of Analytical Psychology and Spirituality' (G.A.P.), the name was changed in July 2012.

G.A.P. is a member organisation of the Council for Psychoanalysis and Jungian Analysis (CPJA), one of the Colleges of the United Kingdom Council for Psychotherapy (UKCP) and the International Association for Analytical Psychology (IAAP).

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This document will be reviewed from time to time to reflect necessary changes, whether from within, or external to, G.A.P. and any subsequent versions of this document will supersede this one.

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## **About this document**

In order to carry out its functions as a training and member organisation, the Guild needs to process a wide range of personal data about individuals as part of its daily operation. Part of this is to fulfil its legal rights, duties or obligations, but other uses of personal data will be made in accordance with the Guild's legitimate interests.

The Guild has appointed the Administrator as the Data Protection Officer who will deal with any request or enquiry concerning the Guild's use of personal data and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

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## **The types of information we collect**

The type of personal data processed by the Guild includes (for example):

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information, e.g. to pay seminar leaders etc;
- past, present and prospective Students' and Trainees' academic, admissions and attendance records (including information about any disabilities), assessments and reports;
- where appropriate contact details for clinical executors;
- references given to the Guild about Students and Trainees;
- correspondence with and concerning Members, Students and Trainees past and present;
- images of Students and Trainees as part of their application;
- images of Members for use on the Guild website.

## **How we collect your information**

Generally, the Guild receives personal data from the Student or Trainee directly, via application forms or in the ordinary course of the communication such as by email or post, and regular reports. Personal data about Members is gathered via the annual membership renewal forms, and again in the ordinary course of communication via email or post. Data from members of the public is collected in the course of event bookings, requests for information or online purchases.

## **How we use the information**

Data held on a Student or Trainee is only used for the purposes of a Student's or Trainee's training in analytical psychology and is not shared with 3<sup>rd</sup> parties although a limited amount of information is shared with external reviewers who assist the Guild at various stages of the training programme. Contact details are published in the Directory and may be put on the website on the 'Find a Therapist' page.

Data held on Members is used to administer membership and is not shared with 3<sup>rd</sup> parties. Contact details are published in the Directory and may be put on the website on the 'Find a Therapist' page.

Data held on members of the public is used to administer ticket sales, online purchases, marketing and to advertise public events, and is not shared with any 3<sup>rd</sup> parties.

Anonymised data may be shared with the UKCP for auditing purposes, such as nationality or age of Students or Trainees.

Data is held securely in Dropbox and on password protected computers and can be held for up to 7 years after graduation or leaving the Guild.

The Guild has a legitimate interest to process the data for the purposes of running the training, administering the membership organisation, responding to requests for information and selling tickets and online products.

### **Changes to your personal data and your rights**

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details.

Under the GDPR you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### **Contact us**

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you have any queries about this privacy notice or how we process your personal data, or to request access to the personal data that we hold about you, you can contact our Data Protection Officer by email: [admin@analyticalpsychology.org](mailto:admin@analyticalpsychology.org), by telephone: 0118 922 2993 or by post: Data Protection Officer, The Guild of Analytical Psychologists, 27 Chandos Avenue, London W5 4EP, UK.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: [www.ico.org.uk](http://www.ico.org.uk).