

PRIVACY NOTICE

Who we are

The *Medical Artists' Education Trust* is a charity whose primary focus is the advancement of education in medical art; through its Postgraduate Training Programme and related events.

What this Privacy Notice is for

This policy is intended to provide information about how the Trust use or 'process' personal data about individuals including current, past and prospective students. This information is provided because the Data Protection Law gives each individual the right to know how their data is used, whether it has been collected online or in paper form.

Anyone who works for, or acts on behalf of the Trust, which includes Trust and course administrators, tutors and volunteers will be made aware of this policy and comply with this Privacy Notice and each person is individually responsible for ensuring that all personal data being processed is in compliance with this policy and Data Protection Law.

Why the Trust needs to process personal data

The Trust needs to process personal data in order to carry out its ordinary duties by the course administrators, tutors and volunteers.

The Trust expects that the following uses will fall within legitimate interest:

- To provide all the educational services for this postgraduate programme
- To provide course development and planning
- For the purposes of Open Day applicants, workshop and extra-curricular events
- For the purposes of applicant selection
- To give and receive information and references about past, present and prospective students and to provide references to potential employees of current or past students.
- To obtain appropriate professional advice for the Trust's purposes
- To provide appropriate recommendations for pastoral or professional support, safeguarding students welfare and to take appropriate action in the case of an emergency, incident or accident including disclosing details of an individual's medical condition and next of kin where it is in the individual's interest to do so

Types of personal data processed by the Trust

This will include by way of example:

- Names, addresses, telephone numbers, e-mail addresses and other contact details
- Bank details – i.e. of who pays the fees
- Past, present and prospective students academic, admissions, academic, assessment and attendance records
- Contact details for next of kin and where appropriate for an individual's health and welfare information
- Correspondence with the Trust, administrators, tutors, volunteers, students and event attendees past and present
- Images of students (and occasionally other individuals) engaging in Trust activities

How the Trust collects data

Generally, data is received from the individual directly, which may be via a form, an on-line application or an ordinary interaction or communication such as an email or written correspondence. Occasionally personal data will be supplied by a third party (for example applicant references); or collated from publicly available sources.

Who has access to personal data and who the Trust shares it with

For the most part, the Trust course administrators only process personal data. However a certain amount of an individual's relevant information will need to be provided to staff in the broader context of the course and to those who provide specific venue access (e.g. the Gordon Museum) and will only be processed by those individuals providing access, education and support.

How long do we keep personal data

The Trust will keep personal data securely and no longer than is necessary. Typically, the legal recommendation is seven years following completion or departure from the course.

A limited and reasonable amount of information will be kept for archive purposes (minutes and reports) becoming historical documents.

Rights of access

The Trust will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the course administrators of any changes to information held about them. An individual has the right to request out-of-date, irrelevant or inaccurate information about them is erased or corrected. All requests need to be made in writing to the course administrator. You should be aware that the right of access is limited to your own personal data only, and certain data is exempt from the right of access and the Trust is not obliged to disclose or share confidential references. All requests will be considered on their own merits.

This Policy

The Trust will update this Privacy Notice from time to time.