



School of Classical Chinese Herbalism

Jing Fang Apprenticeship, South Oxfordshire, UK

+44 7510 710245 www.classicalherbalism.com



DATA PRIVACY NOTICE – July 2022

School of Classical Chinese Herbalism, Jing Fang Apprenticeship

Your personal data – what is it?

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

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by legislation known as the General Data Protection Regulations (the GDPR).

Who are we?

The School of Classical Chinese Herbalism (SCCH) runs a Jing Fang Apprenticeship (JFA), that trains apprentices in Chinese herbal medicine, while at the same time running a low cost herb clinic for the general public. Frances Turner is a Governor and Course Director of SCCH and senior supervisor of the JFA, and is the data controller (contact via www.classicalherbalism.com). This means she decides how your personal data is processed and for what purposes.

How do we process your personal data?

Frances complies with her obligations under the GDPR 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. She will not collect or process any data that is not needed in order to operate the School of Classical Chinese Herbalism.

Frances uses your personal data for the following purposes:

For visitors to the website: The website uses cookies to optimise your visitor experience.

For enquirers,

- apprentices and students: Your personal data is processed, including names, addresses and contact details in order to legitimately administer your appointments, course registration and any other information related to your studies at SCCH.
- Your personal data may also be used for marketing purposes, to promote the Jing Fang Apprenticeship or future seminars you may be considering attending. This is on an informed consent basis.
- For patients: A medical record related to your treatment with healing, acupuncture and Chinese herbal medicine is held on file for seven years.
- Your medical record will be anonymised for use for study purposes. This is on an informed consent basis.
- Your medical record is confidential within the apprentice group.
- For suppliers: Your contact information is processed in order to manage our commercial relationship with you and to meet financial reporting obligations.
- For staff and volunteers: Your contact information is processed in order to manage your contribution to SCCH.
- For those who pay online: Data from my suppliers NatWest and Paypal is processed in order to legitimately administer my account

What is the legal basis for processing your personal data?

With the exception of marketing purposes and anonymised case records, I have considered that processing the data is in the legitimate interests of the School of Classical Chinese Herbalism, to properly and responsibly operate.

The processing of data for marketing purposes is on the basis of informed consent, through an opt-out email list for existing subscribers, and through informed consent for any new subscribers.

How long will we keep the data?

For visitors to the website: The website stores cookies for a length of time to be confirmed.

For enquirers, apprentices and students:

Data related to enquiries/bookings will be held for up to seven years, as part of my financial records.

Data related to marketing will be held for two years after un-subscription.

For patients:

Treatment records will be held for seven years after the end of treatment, and thereafter will be destroyed safely.

For suppliers:

Data related to suppliers/potential suppliers will be held for up to seven years, as part of my financial records.

For staff and

volunteers:

Data will be held for the duration of service, plus two years.

For those who pay online:

Data related to transactions will be held for up to seven years, as part of my financial records.

What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information (this is called a Data Subject Access Request) and even have it corrected or deleted (subject to some legal restrictions). To make a Data Subject Access Request or to make a complaint about how we have handled your personal data, you can contact our Data Controller who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal

data not in accordance with the law you can complain to the Information Commissioner's Office (www.ico.org.uk).

If you wish to discuss any data protection issue in relation to the School of Classical Chinese Herbalism (SCCH), please contact Frances at www.classicalherbalism.com.