



The London Waldorf Seminar

Steiner Waldorf Teacher Training and Professional Development

Privacy Notice: How we use personal information

The categories of information that we collect, hold and share include:

- Personal information, such as name, address, email address, phone number as provided on the application form (students/applicants) or on the enquiry form on the website
- Characteristics, such as language(s) spoken and nationality; the information provided on the application form. (students/applicants)
- References from nominated referees (students/applicants)
- Attendance information (students)
- Reports from teaching practice placements (students)
- Notes from tutorials (students)
- Financial information, invoices and records of payments, applications for fee assistance (students/applicants)

Why we collect and use this information

We use this data:

- to communicate with students, applicants and enquirers
- to support and monitor students' progress
- to monitor and maintain the quality of the teaching provided by the seminar
- to maintain and monitor the seminar's income and expenditure
- to comply with the law regarding data collection and sharing

The lawful basis on which we use this information

We collect and use information under one or more of the lawful bases defined in Articles 6 and 9 of the GDPR. In most cases the lawful basis is one of:

- to pursue the legitimate interests of the seminar in its aim to provide Steiner Waldorf teacher training
- to enable us to provide a service which you have requested (e.g. information about the course)
- to fulfil the contract that exists between you (the student) and the seminar (i.e. to provide teacher training)
- to comply with statutory regulations which require us to keep and share certain information with government departments.
- we have your consent to keep and use the information for (a) specific purpose(s)

There are other lawful bases for keeping and processing information. For more information about these see: <http://www.privacy-regulation.eu/en/article-6-lawfulness-of-processing-GDPR.htm> and <http://www.privacy-regulation.eu/en/article-9-processing-of-special-categories-of-personal-data-GDPR.htm>

Collecting information

While most of the information we ask you for is mandatory in order for us to provide training, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will tell you when you are required to provide the information, and when you have a choice.

The London Waldorf Seminar, Rudolf Steiner House, 35 Park Road, London NW1 6XT
www.waldorftraining.org.uk info@waldorftraining.org.uk

London Waldorf Seminar is an activity of the London Waldorf Trust Registered charity no. 801842

Storing students' and enquirers' data

In some cases, there is a statutory requirement to keep data for a certain length of time. Otherwise, we can keep it for as long as it is needed, provided we have a lawful basis for keeping it (see above).

The seminar's Policy for Processing and Retention of Personal Data details how long various types of information will be kept. This is available on our website.

Who we share students' and enquirers' information with

We do not share information about our students or enquirers with anyone without consent unless the law and our policies require or allow us to do so.

Requesting access to your personal data

Under data protection legislation anyone about whom we hold data has the right to request access to that information, which must be provided within 30 days. To make a request for access to your personal information, contact the Data Protection Supervisor, Timothy Leigh at timleigh@atlas.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing of your personal information for the purpose of direct marketing
- object to decisions being taken by automated means¹
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

Concerns and Contact

If you would like to discuss anything in this privacy notice, or if you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance via the Data Protection Supervisor, Timothy Leigh at timleigh@atlas.co.uk

If you do not feel your concern has been adequately addressed, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

¹ We do not have any automated decision-making systems in our school

Amanda Bell
Co-director
The London Waldorf Seminar