

Privacy Statement IMPARTS Course ‘Mental health skills for non-mental health professionals’, King’s College London

Who we are

Reference to “we” or “us” in this privacy statement means the IMPARTS Team, King's College London. This privacy statement can be used in conjunction with King’s College London’s Student Data Collection Notice, which can be found [here](#).

If you have any queries about this privacy statement, please contact:

Email: imparts@kcl.ac.uk

This privacy statement explains the kinds of information we may obtain from or about you when you sign up to the IMPARTS Course ‘Mental health skills for non-mental health professionals’, how we may use that information, and who we may share that information with. King's respects your right to privacy and we are committed to complying with applicable data protection and privacy law in the UK.

Any personal information which you provide to us will be kept secure and confidential using appropriate organisational and technical measures.

What personal information do we collect?

We collect your name, address, email address, organisation and job role, nationality, academic and professional qualifications, ethnic origin and disabilities you disclose to us, fee information and sponsorship details.

How we hold your data

As data controller King’s College London is committed to carrying out its activities in accordance with the EU General Data Protection Regulation, or “GDPR”.

We process your personal information for the following purposes:

We hold and process your data in order to manage the course effectively and provide you with information about the course and appropriate administrative and teaching support.

How do we collect your data?

You provide this data directly to us, when you apply to undertake the IMPARTS course.

Third Party websites

Our website may contain links to third party websites. If you follow these links, please note that these websites have their own privacy statement which are entirely separate from King’s College London and King’s is not responsible for them.

Who do we share your data with?

We will not share your data with third parties.

How do we protect personal information?

We take appropriate measures, and are guided by King's Information Compliance team, to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. The Information Compliance team is consulted in early stages on new large scale personal information processing activities to advise how the

processing activities can adhere to data protection legislation. Our database is password protected and can only be accessed by staff on the IMPARTS Team, King's College London.

Your rights

As data controller the university will process your personal information in accordance with your rights under data protection legislation.

Your rights are: (a) right to be informed (b) right to gain access to your data (c) right of rectification (d) right to erasure (e) right to restriction (f) right to portability (g) right to object (h) right not to be subject to automatic profiling or decision making

If you have any queries in relation to how your rights are upheld, please contact [King's Information Compliance team](#).

Requests from individuals to access their personal information will be managed in accordance with the [Information Commissioner's Subject Access Code of Practice](#).

You can complain to the university by contacting the Information Compliance team in relation to how your data was processed. If you are not happy with our response, you can then take the matter to the Information Commissioner's Office.

How long do we keep your data for?

The university stores data about you in line with its retention and disposal schedule which can be found [here](#).

Changes to your personal information

To help ensure that your information is kept accurate and up to date, if your personal details change please notify us via email imparts@kcl.ac.uk or write to us at:

IMPARTS
Department of Psychological Medicine
King's College London,
3rd Floor, Weston Education Centre,
10 Cutcombe Road, London, SE5 9JH

Lawful basis for processing personal information

To keep you up to date on the work and activity undertaken by us we process your personal data based on the lawful basis of performance of a task in the public interest, namely the provision of higher education.

By providing us with your personal information you acknowledge and consent to King's College London processing your personal information in accordance with the purposes as laid out in this privacy statement.

DPO

King's College London's Data Protection Officer is:

Albert Chan

Assistant Director of Business Assurance (Information Compliance)

Contact <mailto:info-compliance@kcl.ac.uk>