



Catalyse Privacy Notice Addendum:

For people undertaking ACAT Accredited training with us

As you know, there are regulations surrounding any personal data / information kept about you, and this affects our CAT Practitioner Training and other ACAT Accredited Trainings that Catalyse run at Skills, Foundation and Supervisor levels.

This information is to read in conjunction with the Catalyse Privacy Notice. This describes how we comply with UK GDPR and the basis on which any personal data we collect from you, or that you provide to us, will be processed. This addendum provides some additional information specific to doing ACAT accredited training with us.

In accepting your place on the course, you consent for your information to be kept, in relation to the areas below and in line with the Catalyse Privacy Notice. See Section 7 of the Notice regarding your rights to rectify, erase, restrict processing and object to what we hold. If you withdraw consent we will destroy all data kept about you, which will mean that we cannot process any further information relating to your CAT training. If you have any questions about this, please do let me know.

Catalyse processes the following information for the purposes of the ACAT Accredited Training

The information kept about you consists of:

- Name
- Address
- Date of birth
- Telephone numbers, work and/or personal
- Email addresses, work and / or personal
- Copies of course work, appraisals, feedback to and from you, correspondence relating to the course, application form, progress through the course, accreditation application and feedback / result.
- Attendance at training days

Your information will be used for:

- Administration purposes
- Liaising with ACAT regarding your training, accreditation and membership (see again below)



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- Contacting you about training events or other events, information or feedback during and after the taught course. This will include being kept upon an email distribution list for this purpose. This distribution list will not be shared with third parties.

This information will be kept for a total of seven years (two years training and five years after the end of a cohort):

- Trainee information: name, DOB, contact details, post, their application
- Course information: allocated supervisor, progression, any issues relevant to their learning journey
- Assessment information: copies of the four clinical appraisals, a copy of each of the four pieces of written work and markers' feedback
- Accreditation information: copy of the form, completion of therapy form

The following information may be kept for the lifetime of ACAT:

- Trainee's name and identifier (date of birth)
- Module marks and assessment information
- The assessment outcome for the 8 modules with the category assigned distinction through to fail
- ACAT Accreditation date or detail of end of training for whatever reason other than accreditation

Before accepting your place on the course, be aware that you are agreeing to the use of your data for these purposes, and that:

- Your information will be shared with the Association for Cognitive Analytic Therapy, for the purposes of registration, tracking progress through the course, accreditation, and record of training for future purposes
- Your information will not be shared with any other third-party organisation without your consent
- The legal purpose, as defined by the UK GDPR, is "Processing is necessary for the performance of a contract with the data subject"
- The consent also covers processing your data outside the European Union

Data Storage and Security

As part of your training, certain data will be stored securely using cloud-based services:

- Dropbox: Trainee information including course work, tutor feedback, and other related documents may be stored on Catalyses' secure Dropbox Business platform. Access is restricted to authorised staff involved in course delivery and administration. All access is logged and monitored in line with our data security procedures.



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- **SharePoint:** Audio recordings of clinical sessions submitted as part of your assessment will be uploaded to and stored on Catalyses' secure SharePoint platform. These recordings are anonymised where possible, access is password-protected, and links are time-limited. The recordings will be retained only for the period required for assessment, moderation, or internal audit, and will then be deleted securely.
- These services are used in accordance with UK GDPR requirements and Catalyses' Data Security Policy, which is available upon request.

If you would like any further information, or you would like to exercise any of your data protection rights, please get in touch.