



Privacy Policy

Who we are

The *Centre for Systemic Constellations* Limited (CSC) runs training courses in the field of Constellation Work. The company registration number is 8333039. As an educational training provider we operate as a not-for-profit organisation.

The office is registered at 5 Quaperlake Street, Bruton, Somerset, BA10 0HA. Contact: courses@thecsc.net and via phone 07929 313976.

What information we keep and why

We process personal data relating to students, staff and partners of our organisation. Personal data can be contact details, your financial relationship with CSC or information about your personal history.

All data we process is in accordance with the rules as laid down in the General Data Protection Regulations (from May 2018).

We use personal data about students to ensure that they are suitable to join our training courses and that we can look after the needs and requirements of everyone in our learning community. We use personal data about our staff in the context of their employment and to ensure that we can support them in their specific roles and responsibilities.

Where we rely on consent to process personal data about individuals in our learning community, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly.

Who will see your personal data

We will only share your information with people who have a legal or operational reason to see it. For students, this includes the staff and directors of the CSC and external facilitators who are involved in our courses and events. For staff, this could additionally include accountants and solicitors.

We never share your details with third parties without your permission.

All staff personnel files are held securely and are only available to the business manager and directors.

Where data is kept and for how long

We are required to keep some personal data, even after you have left our learning community.

We will keep student application information for a maximum of five years after their last participation in our courses. Student contact details will be kept where permission has been given for them to be used for email marketing purposes by the CSC only.



Any personal data that we keep is stored securely on a Cloud system with limited access by staff and no external access.

How we will contact you

We will only contact you regarding a course you have booked – or enquired about – or to promote future courses or events we will be offering. Our preferred means of communicating with students is by email. We take all due care when sending information out to students, to ensure that it is only seen by the intended recipients.

If you have agreed to receive marketing and promotional information from us, we will send that out to you via email. We will not use the information you gave us to find out more about you. You can stop promotional or marketing information from us at any time by unsubscribing to the CSC Newsletter.

The Use of Cookies

Our main website operates cookies and we use these to monitor the number of unique visitors to the site and the number of page views. The cookies we use are:

_ga
_ga_JSKT6RCGN6
_gat_gtag_UA_12644576_23
_gid

We may occasionally collect anonymous information about your browsing behaviour on our site in order to improve our service to you. This information is collected via a Cookie file, which is stored on your hard drive or on your browser. The information contained in a Cookie file is then transferred to your computer's hard drive.

The information we gain from Cookies is used to continually improve our site and the service we provide. By registering with us and continuing to use our site you are agreeing to the way we use Cookies.

If you wish to block the use of Cookies, you can activate the setting on your browser which allows you to refuse all or some Cookies. Unless these settings have been adjusted in your browser, we will issue Cookies as soon as you begin use of our site.

Seeing the information we hold about you

You can ask to see a copy of all the information we hold about you. To do this, you can write to us or email us at courses@thecsc.net