

Privacy Notice

1. Introduction

Clear Light Academy is committed to protecting your personal data and being transparent about how your information is collected, used, stored, and shared.

This Privacy Notice explains what personal data we collect about you, how it is processed, who it may be shared with, and your rights in relation to that data. It applies to all learners who enrol on training delivered by Clear Light Academy.

This notice should be read alongside the Clear Light Academy Data Protection and Privacy Policy.

2. Data Controller

For the purposes of data protection legislation, Clear Light Academy is the Data Controller in relation to learner data.

Data Protection Lead: Robert Winter, Risk and Compliance Lead
Email: robertjjwinter@gmail.com

3. What Personal Data We Collect

Clear Light Academy may collect and process personal data including:

- Name, address, email address, telephone number, and emergency contact details
- Date of birth and identification details (where required)
- Course enrolment, attendance, and assessment records
- Learning reviews, assignments, portfolios, and assessment outcomes
- Reasonable adjustment or special consideration information
- Correspondence relating to training, assessment, appeals, or complaints

Some of this information may be classed as special category data, for example information relating to health, disability, or learning differences. This data is processed only where necessary and in accordance with the law.

4. How and Why We Use Your Data

Your personal data is used for purposes including:

- Enrolment, administration, and delivery of counselling training
 - Assessment of learning and monitoring of progress
 - Quality assurance and internal review
 - Registration, certification, and verification of qualifications
 - Compliance with legal, regulatory, and awarding body requirements
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5. Lawful Basis for Processing

Personal data is processed on one or more of the following lawful bases:

- Performance of a contract (delivery and assessment of training)
 - Compliance with legal and regulatory obligations
 - Legitimate interests relating to education delivery and quality assurance
 - Explicit consent, where required (particularly for special category data)
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6. Sharing of Personal Data

Your personal data may be shared with CPCAB, the awarding organisation associated with your course, for the purposes of candidate registration, assessment, certification, quality assurance, audit, and regulatory compliance, and Regulatory or legal bodies where required by law.

Clear Light Academy does not share personal data for marketing purposes.

Clear Light Academy does not routinely engage with public funding bodies and does not routinely process Unique Learner Numbers (ULNs). Where applicable, CPCAB may process learner data in line with its awarding body requirements.

7. Data Security and Storage

Clear Light Academy takes appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse, or disclosure.

This includes secure storage of learner portfolios and assessment records, restricted access to authorised personnel only, and the use of password protection or other appropriate security measures where personal data is shared electronically.

8. Data Retention

Personal data is retained only for as long as necessary to meet educational, legal, regulatory, and quality assurance requirements. Retention periods are informed by CPCAB guidance and data protection legislation.

Certain assessment and certification records may need to be retained for extended periods to allow verification of qualifications.

9. Your Rights

You have rights in relation to your personal data, including the right to:

- Be informed about how your data is used
- Access the personal data held about you
- Request correction of inaccurate data
- Request erasure of data, where applicable
- Restrict or object to processing in certain circumstances
- Request data portability

Requests should be made in writing to the Data Protection Lead. Requests will be responded to within statutory timescales.

10. Data Breaches

Any suspected data breach will be investigated promptly and managed in line with legal requirements. Where required, breaches will be reported to the relevant authority and affected individuals will be informed.

11. Review

This Privacy Notice is reviewed regularly to ensure ongoing compliance with data protection legislation, CPCAB requirements, and good practice.

Last reviewed: January 2026

Next review due: January 2027