



**Nutritional Therapy Education Commission**  
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[www.nutritionaltherapycouncil.org.uk](http://www.nutritionaltherapycouncil.org.uk)

## Privacy Policy

The Nutritional Therapy Education Commission (NTEC) holds some information about you and/or your organization. This document outlines how that information is used, who we may share that information with and how we keep it secure. This notice does not provide exhaustive detail. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the NTEC administrator at [administration@nteducationcommission.org.uk](mailto:administration@nteducationcommission.org.uk). We keep our Privacy Notice under regular review. This Privacy Notice was last reviewed in May 2018.

### 1. What We Do

NTEC's mission is to set and advance the standards for nutritional therapy practice as a science-based professional discipline. We act as a resource for regulators, professional associations and other stakeholders in upholding competence and advancing capability of nutrition professionals.

We do this by:

- Accrediting courses in Nutritional Therapy that meet the Core Curriculum and National Occupational Standards
- Publishing the names and relevant details of all training providers whose courses have been accredited
- Providing guidance on education and training issues to training providers
- Setting standards for post-graduate competency in specialist areas of practice
- Supporting recognition of specialist practitioners
- Setting processes for Return to Practice assessment
- Working with other organizations to improve professional practice in nutritional therapy
- Providing a route for Certification of nutrition courses for non-NT professionals, to enable the principles of personalized nutrition to be incorporated into other health-orientated practices such as food preparation and health and social care
- Providing accreditation to a recognized standard for nutritional therapy courses provided outside the UK, and to engage with appropriate bodies internationally on the regulation of practice and accreditation of training

### 2. How We Obtain Your Data

**Information provided by you**

You provide us with personal and organizational data in the following ways:

- By completing an application form for course accreditation or certification
- Updating your information when you apply to renew course accreditation or certification
- Through email, over the telephone or by post
- By making payment for course accreditation or certification fees
- As part of a complaint made against you

This may include the following information:

- Individual staff details such as name, address, contact details, date of birth, and qualifications
- organizational details and information on your educational activities, as required to process and assess applications for course accreditation or certification

### **Information we get from other sources**

We may receive information about your organization in some circumstances, including:

- if there is a complaint against you
- if there is an enquiry from students or potential students

### **3. How we use your data**

We use your information to manage and administer your NTEC course accreditation or certification. This means that the legal basis of our holding your personal data is for contract purposes.

We also use your information to provide you with course accreditation or certification services and in the course of our work to develop training standards. We also use your information to provide you with information on relevant research, meetings, educational policy updates and other matters that may support your activities and compliance with course accreditation or certification as training providers. This means that the legal basis of our processing your personal data is for legitimate interests.

We act as a data controller for use of your data to provide training provider support, benefits and services. We also act as the data controller and processor in regard to processing of your payments.

We undertake at all times to protect your data in a manner which is consistent with the requirements of the General Data Protection Regulation (GDPR) concerning data protection. We will also take reasonable security measures to protect your personal data storage.

### **4. Do you share my information with other organizations?**

We will keep information about you confidential. We will only disclose your information to third parties with your express consent with exception of the following categories of third parties:

- Regulatory bodies such as CNHC and professional bodies such as BANT which hold information about accredited courses
- Any mailing or printing agents, contractors and advisors that provide a service to us or act as our agents on the understanding that they keep the information confidential
- Anyone to whom we may transfer our rights and duties under any agreement we have with you
- Any legal or crime prevention agencies and/or to satisfy any regulatory request if we have a duty to do so or if the law allows us to do so

With your consent we will publish your organizational contact details and course information on the list of accredited or certificated courses on the NTEC website, for the purposes of informing the public about the existence of your course.

### **5. How long do you hold confidential information for?**

All records held by the NTEC will be kept in line with our records retention policy. These retentions are in line with the length of time we need to keep your information in order to manage and administer your NTEC accreditation or certification. They also take into account any legal, statutory and regulatory obligations. Our need to use your information will be reassessed on a regular basis and information which is no longer required will be disposed of.

### **6. What safeguards are in place to ensure data that identifies me is secure?**

We only use information that may identify you in accordance with GDPR. This requires us to process personal data only if there is a legitimate basis for doing so and that any processing must be fair and lawful.

We also ensure the information we hold is kept in secure locations, restrict access to information to authorized personnel only, protect personal and confidential information held on equipment such as laptops with encryption (which masks data so that unauthorized users cannot see or make sense of it). We ensure external data processors that support us are legally and contractually bound to operate and prove security arrangements are in place where data that could or does identify a person are processed.

NTEC, as an agency of BANT, is registered with the Information Commissioner's Office (ICO) as a data controller and collects data for a variety of purposes. A copy of the registration is available through the ICO website (search for BANT by business name).

### **7. What are your rights?**

You can view your publicly available course information on the NTEC website. Every individual has the right to see, amend, delete or have a copy, of data held that can identify you, with some exceptions. You do not need to give a reason to see your data.

Our response will include the details of the personal data we hold on you including:

- Sources from which we acquired the information
- The purposes of processing the information
- Persons or entities with whom we are sharing the information

You have the right, subject to exemptions, to:

- Delete your information
- Correct or update your information where it is no longer accurate
- Ask us to stop processing information about you where we are not required to do so by law or in accordance with the NTEC and CNHC guidelines.
- Object at any time to the processing of personal data concerning you

We do not carry out any automated processing, which may lead to automated decision based on your personal data.

If you would like to invoke any of the above rights then please write to the Data Controller at NTEC, BM Box 3304, London WC1N 3XX or email [administration@nteducationcommission.org.uk](mailto:administration@nteducationcommission.org.uk)

## 8. Website technical details

### Forms

We do not currently use electronic forms on our website.

In compliance with EU legislation, the following table lists the use of cookies on our web site:

Cookie name	Purpose
AcceptCookies	This is used to store whether you have agreed to receive cookies. Persistent for one year.
Google Analytics _utma	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.
_utmb	
_utmc	
_utmz	

Cookies are small. We do not make use of cookies to collect any private or personally identifiable information. The technical platform of this website uses cookies solely to aid the proper technical functioning of the website. The cookies used contain random strings of characters alongside minimal information about the state and session of the website – which in no way collects or discloses any personal information about you as a visitor.

Advanced areas of this site may use cookies to store your presentation preferences in a purely technical fashion with no individually identifiable information. Note also our statement on analytics software below – as analytics software also uses cookies to function.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

## **9. Analytics**

Like most websites, we make use of analytics software in order to help us understand the trends in popularity of our website and of different sections. We make no use of personally identifiable information in any of the statistical reports we use from this package. We use an analytics package called Google Analytics who provide details of their [privacy policy](#) on the Google website.

## **10. Complaints**

If you have a complaint regarding the use of your personal data then please contact us by writing to the Data Controller at NTEC, BM Box 3304, London WC1N 3XX or email [administration@nteducationcommission.org.uk](mailto:administration@nteducationcommission.org.uk) and we will do our best to help you.

If your complaint is not resolved to your satisfaction and you wish to make a formal complaint to the Information Commissioner's Office (ICO), you can contact them on 01625 545745 or 0303 1231113.