



Course Handbook 2024

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A. Welcome to your course

A. The Course Handbook

This is the Course Handbook all Movement Therapy Education (MTE) and Sports Massage Education (SME) courses. The team at MTE warmly welcome you to your studies.

There is a considerable amount of information contained in this Handbook, some of which will be of greater relevance to you as you work through the course than it is at the start of your course.

We recommend that you read this Course Handbook through carefully **now** in order to save yourself time. Keep it safely: you will need to use it through your course. The answers to most of the questions you will want to ask about your Course are in here.

You should note that, occasionally, in order to improve the Course, the details in this Handbook may be amended or revised.

B. Movement Therapy Education commitment to you

MTE have, for over 15 years, developed unique courses that strive to ensure that you are the most up to date, safe and well-rounded musculoskeletal professional that you can be..

Due to the nature of our courses the tutors that have been chosen to teach are experienced practitioners in their field. This allows clinical principles to become embedded in the course delivery and giving learners a unique experience and qualification.

A. Teaching

Teaching and learning takes place via

- Face to Face: a series of short lectures with power point presentations and practical demonstrations.
- Live Stream – Online via our Facebook or YouTube channels
- Pre-Recorded Lectures – available on our Thinkific portal
- Mentoring – Either via zoom or in clinic (availability at an additional cost)

All presentations and demonstrations can be cross referenced through a comprehensive student workbook. There will be online resources which students will also need to access. In addition to this there will be a series of ‘case studies’ where students will be expected to carry out treatments on clients. Students will be responsible for sourcing their own ‘clients’, and guidance/support on the sorts of case studies that would be suitable can be found on the online portal. Case studies may include friends and relatives, but should ideally include a range of ages and body areas.

B. Place of Learning and Facilities supporting the course

The main places of learning for MTE courses are in Birmingham, Glasgow, Poole, Cornwall, Merseyside and Leeds. These are usually working clinic environments that

practice a mixture of rehab, Osteopathy, Acupuncture, Physiotherapy, Sports Therapy, Pilates etc.. All locations must meet the criteria set by awarding organisations, and contain all necessary equipment for the successful running of the courses. Catering facilities etc for each venue can be found on the online portal and are grouped according to location. Please be aware that venues may change from time to time and we will, where possible, ensure the continuity of your education at your original course venue.

C. Disability Discrimination Act (DDA)

We welcome disabled and dyslexic students and recognises its obligation to provide reasonable adjustments where these can be made. This course has been designed with the anticipatory duty as required by the DDA in mind. Given the nature of the course and its practical components, the course does contain competence standards which require a certain level of physical ability. Candidates not able to achieve these competence standards, with reasonable adjustments in place, will not be able to meet the learning outcomes of the course. It is therefore particularly important that students (if they have not already done so) disclose any disability they may have so a proper individual assessment can be made of what is, and is not, practically possible by way of reasonable adjustments to facilitate the student's successful completion of the course.

D. Classroom Tutors

All of our Classroom Tutors are highly qualified therapy or clinical professionals and experts in their areas of delivery. They will support you in all aspects of your learning on the practical attendance days and work with you to achieve all of the elements of your required assessment criteria.

E. IQA (Internal Quality Assurance)

Our Internal Quality Assurance Officer is here to check that assessments (practical and theory) are assessed to the same standard, so that each learner is given an equal opportunity to succeed. An IQA will perform internal quality checks throughout the learner journey and may be required to participate in an appeals procedure if either a Classroom Tutor or assessor is unable to reach agreement with a learner following an assessment decision.

F. Movement Therapy (Thinkific) Online Portal

The Thinkific Portal is a learning platform containing all of your qualification resources, including your practical attendance course materials, assessment workbooks and frequently asked questions (FAQ) as well as your means of communication with the teaching and assessing team. This should be your first port of call regarding any assessment or teaching questions and contains a large number of resources for you to be able to achieve the best possible grade for your work

G. MTE/SME Facebook Learner support group

The MTE/SME Facebook Learner Support Group allows you to interact with other learners throughout the UK who are also completing their learner journey with MTE & SME. This is a group where you can ask your peers questions and is moderated by the teaching team. We also hold Facebook Live events which act as mentoring

sessions where learners can submit questions and then we have a structured discussion online. Those that can't attend can watch the recording of the live video at any time.

H. Grading Criteria

We want you to achieve the best possible grade that you can for the course. The Movement Therapy Diploma course is graded in the same fashion as a degree programme (1st, 2:1, 2:2, 3rd) Where a 1st is the highest possible grade and shows exceptional grasp of the content and clear evidence of additional reading around the main questions that you have been asked – you are able to demonstrate the impact of your answer on clinical practice and make sound arguments/justifications which are all well referenced. If you achieve a 3rd then this is still a pass and you will have achieved the criteria set out for the Level 5 qualification standards. The generic grading criteria for the course is located in the assessment section of the MTD portal and you should use this as a guide as to what is expected for the various grade boundaries.

The Sports Massage Education courses are pass/fail assessments. You must meet the required percentage to pass each assessment (the percentages required are clearly outlined in each assessment)

Learner Agreement

A. Attendance

You will be expected to attend all the timetabled activities that make up your course and you can choose the days to suit you:

Diploma:

You should aim to finish the entire Diploma in no more than three years. If you do not complete the required assessments by the end of this three year period then you should apply for an extenuating circumstance stating the reason for your non-completion. If there are no valid reasons why you have not completed the course you may be required to pay additional fees for the modules that are outstanding should you wish to continue and complete the course. Regular attendance is a formal requirement and an important factor in student's success on any course, but due to the intensity of the delivery it is recommended that you do not attend more than 2 days a month. This will enable you time to process the information and complete your module assignments.

Sports Massage:

The dates for the sports massage courses are set by the individual training schools and attendance on all dates is compulsory.

B. Learning

Your courses are designed to expand your expertise and will provide you with continuous opportunities to learn new skills as well as to acquire knowledge in your chosen subject area. In order to make the most of all the opportunities available, you need to think about your learning and manage your time effectively.

In addition to attending all your timetabled classes, you also need to study in your own time and you should plan to spend a significant amount of time studying independently, with pre-reading, exploring the reading list and finding your own additional materials either in a library or online, making notes and revising materials and preparing your assignments. Prepare for lectures and tutorials by doing any reading or exercises in advance. Always make some notes of your own – we all remember things in different ways.

Note assignment deadlines and exam dates in your diary and remember to begin assignments early. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure you understand what you need to do and plan how you are going to tackle it. Seek advice from your tutor or course leader directly or via the Facebook groups if there is anything that needs clarification.

Given that your course will be divided into periods of intensive study on site, followed by longer periods away from classes we would encourage you to form study groups and keep in contact with each other using the social media groups or by phone or via email. You can share experiences and try out ideas on each other as well as the staff. We will facilitate this.

In summary:

- plan your learning strategy
- allocate enough time
- attend lectures
- start assignments well in advance
- seek advice and help
- use the learning resources offered
- enjoy the learning experience!

C. Mobile Phones

You are making a significant commitment to this course in terms of both your time and the fees you are paying. In order to make the most of your course you must switch off your mobile phone before entering all classes. This is not only out of consideration for your colleagues, but also so you are able to fully focus on the topics being discussed.

D. Enrolment

MTE & SME check that you have the qualifications on which your offer of a place was based, that you can prove who you are, establish what the course fees are and agree how, and who, is paying those fees. By signing the enrolment form you confirm that you accept and will follow these regulations.

E. Induction process

Where a course induction is necessary the induction session will take place at the start of your first attendance day. There will be opportunity to ask questions on this handbook of Course Leader and tutors. This session will include

- completion of enrolment and health screening forms
- run through the course handbook and ensure students collect their materials

- explanations of fire drills and venue facilities
- an overview of course timetable, highlighting important dates for your diaries
- the syllabus, reading lists, where materials are available, and how these should be referenced
- criteria for presentations, assessments and course work.

F. Assessment

A crucial aspect of this learning involves assessment. Successful completion of the various coursework assessments and examinations will be crucial to your achievement of your award at the end of your course. There are various types of assessment on the modules you will take as part of your course. Modules will often involve a combination of examination and coursework as part of the assessment. It is important that you understand clearly the various expectations and the deadlines for these forms of assessment.

On the Movement Therapy Diploma you will be expected to use Harvard referencing, if you are not used to academic requirements for referencing please ask - you will almost certainly not be alone. Failure to understand referencing requirements is a common cause of problems with plagiarism (where someone else's words / ideas are represented as your own.) We need to make sure you reference the sources properly so you get credit for doing reading around the subject area, rather than penalised for failing to cite the author correctly. Details of how to reference your work can be found on the Portal (research methods module and help videos section)

All assessment criteria is clearly listed on the portal and you are more than welcome to view the criteria and use it to plan your work. The assessment forms that are online are the same forms that our assessors will use. Any updates to these forms will be immediately available on the portal so please make sure you have checked the assessment form before submitting your work to ensure you have met the latest assessment criteria. You will also have access to detailed assignment remits which will clearly explain what you have to do for any particular assignment.

On the Diploma we calculate your overall grade like this:

	1st	2:1	2:2	3rd	Fail
Points awarded	4	3	2	1	0
Criteria 1	x				
Criteria 2			x		
Criteria 3					x

If you achieve a 1st for a particular element of the assessment then you will receive 4 points, a 2:1 – 3 points, a 2:2 – 2 points and a 3rd – 1 point. If you fail to meet the requirements, you will achieve 0

We then take all of the points awarded (6 in the example above) divide that score by the number of assessment criteria (in the example above – 3) and this will give you your average grade and your final assessment score – $6/3 = 2 = \text{Overall } 2:2$

You have full access to all marking criteria so that you can ensure that your work meets the required standard.

G. A two-way contract

While we will do our part in the delivery of this course; as a student you should:

- Follow the regulations as you agreed at enrolment
- Attend all the classes on your timetable
- Adhere to deadlines
- Provide documentation when requested

H. Submitting your work

Your work must be submitted in accordance with the relevant assignment remit using the generic grading criteria as a guide. Each module has a detailed breakdown of what is expected for assessments and these can be found on the assessment section of the Portal. Once you have completed your work it is your responsibility to upload your completed work to 'Thinkific'. Details of how to do this can be found in the thinkific portal. Once you have submitted work you cannot resubmit your work to improve the grade.

Diploma: You will be able to retake a piece of work if you have failed, but your mark will be capped at 40% and you will achieve a 3rd.

Sports Massage: You can resubmit failed work and we will offer advice about how to improve your grade so you achieve a pass. More than 3 re-submissions may result in an additional assessment charge.

I. Booking your place on a training day - Diploma

It is your responsibility to manage your diary so that you can complete the course in the required time frame and you can book, amend and rebook onto any of the training dates listed in the bookings section of the MTD Thinkific Portal. The bookings are made via Eventbrite and you use the code MTEstudent in the 'promo code' section in checkout to receive a 100% discount on the price. If you can't attend one of the days you are booked on please cancel your place via the confirmation email you are sent by Eventbrite – this will ensure that the space opens up for someone else to attend. We understand that sometimes you can't avoid a non-attendance but where possible please cancel your place well in advance so that the space is available for your colleagues. You will only be able to make bookings on to the face to face days when the relevant pre-course work has been completed. Thinkific is set up in such a way that you can't access the booking page until all tasks are complete.

J. Booking your place on a training day – Sports Massage

Your course dates are set when you sign up to the course and you are expected to attend all dates.

C. Communications

We will do our best to keep you informed of what you need to know at all times through regular telephone and email communication from either the course tutor or course leader.

A. Contacting the team – Movement Therapy Education

Course enquiries, applications and payments: Mike Grice

Course Leader & Tutor: Mike Grice; Email: mike@mtclinics.com

Tutor – Leeds: Chris Kitson: chris@MovementTherapyEducation.com

Tutor - Liverpool: Alistair Cunningham: Clinic-AI@MovementTherapyEducation.com

IV/IQA: Becky Eagling: Becky@MovementTherapyEducation.com

B. Feedback from students on modules and courses

Informal feedback from students is welcomed by staff. Times can be arranged for informal feedback. In addition to this, tutorials are timetabled during the first attendance week and there after via email and telephone There are two feedback forms to be completed, one for each module. Impromptu contact by the student is welcomed during the hours of 9am – 5pm, Monday to Fridays by telephone or email.

C. Complaints

MTE & SME Complaints Policy and Procedure

Policy statement

If you are unhappy about any aspect of the service of MTE & SME you should complain immediately*

* If you disagree with an assessment decision made by your Tutor/assessor please use appeals procedure.

Complaints procedure

There are 2 stages in the complaints procedure. You are advised to keep your own copies of all the documents used in the complaints procedure.

Stage 1 (“On-the-spot” solutions)

You should contact your Course Leader who must ensure that your concerns are dealt with fairly and quickly. You should tell the Course Leader your concerns within 14 days of the matter complained about. (You may use the standard form included in your achievement record, although this is not necessary at this stage). You are advised to enlist the support of a trusted friend or colleague to assist. The following information should be made available

- your name and address and the site where your training is provided
- a description of your concern or complaint
- your ideas about what you feel MTE & SME should do to put things right
- a daytime phone number where you can be contacted

The Course Leader will fully investigate the complaint and provide written feedback to you within 14 days.

* If your complaint is about the Course Leader or you do not want to discuss the matter with him/her you should begin with Stage 2.

Stage 2

If you are not satisfied with the outcome of Stage 1 you can appeal to the Complaints Panel. The complaint must be in writing, but need not repeat the detail provided at Stage 1 as all the documentation will be passed to the Complaints Panel by the Course Leader. You are likely at this stage however, had you not done so already, to be requested to substantiate any complaints or allegations with written factual evidence and/or signed statements from witnesses. This will assist in reaching a speedy conclusion to the complaint. The Complaints Panel is made up of up to 2 or 3 members of MTE team members from other training schools (i.e. Not linked to where you are studying) who are familiar with the curriculum/course and with companies systems but who have not been previously directly involved with the matters in dispute. They will meet and make their recommendations within 28 days.

COMPLAINTS FORM

Please read the complaints policies and procedures before completing this form.

Name Centre

Dates of Course Today's date

Your contact details:

Daytime phone no Evening/Mob. No.

This is: A Complaint

Please state the nature of your complaint

Please state what you want us to do about your complaint

NOTES: Please include all relevant details (using both sides of this sheet if necessary) including names, dates and times, places, contributory factors etc. and attaching copies of any evidence or witness testimonies to support your case.

If this is a complaint please hand this document to your Course Leader in the first instance.

Signed Date.....

D. Facebook Group

MTE & SME have a private members Facebook group that is accessible to all current and past students and is used to disseminate new information and as a network so that all therapists, no matter where they are located, feel connected. We would encourage you to find students or graduates that are local to your location so that you can learn from them and with them.

E. Twitter Feed

Twitter is a great resource for up to date information and sharing research papers and concepts and the twitter handle for the Education Director can be accessed here [@BhamMovement](#)

F. YouTube Channel

MTE have a number of useful videos online via YouTube and you can visit and subscribe to their channel here:



G. Sources of, and Access to, Information and Advice

A. **Course Leader**

Your course is led by a Course Leader, Mike Grice, who is responsible for the day to day organisation of the course, including tutor liaison, access to resources, and usage of venue facilities.

Mike can be contacted on: mike@mtclinics.com

You will be allocated a Personal Tutor as a mentor from amongst the teaching team. Academic queries about the syllabus and your assignments you should address to your subject tutors. Your personal tutor should be your first port of call for anything else to do with course and in particular if you think that you are going to be unable to meet a deadline for some reason it is important that you talk to your personal tutor as soon as possible to explain your circumstances.

B. **Management structure of Movement Therapy Education**

Your Course Leader, Mike Grice, is also a Director of Movement Therapy Education. Trained consultants teach the courses for MTE & SME and work closely with the Course Leader in the delivery of these and other programmes.

C. **Standard course entry requirements,**

All entry must be approved by the course leader. Candidates must have/be qualified in an area that prescribes exercise to individuals/groups. Copies of all relevant qualifications and memberships (i.e. REP's), including liability insurance, First Aid and, CRB's if working with minors (18 or under) MUST be presented to Movement Therapy Education before your application is accepted. Recognised qualifications include: Level 2 (and above) coaches/gym instructors, Personal Trainers, Sports Scientists, Strength & Conditioning coaches, Sports Therapists, Physiotherapists, Osteopaths, Chiropractors, Occupational Health, Orthotists, Studio Instructors (Yoga, Pilates, etc.). Other qualifications will be considered. APA/APL is available for previously studied related subjects. Copies of pre-requisites must be made available when applying for the course.

H. Marking and Assessment

A. **Marking and grades**

Movement Therapy Education provides you with marks and grades for the work that you submit for assessment. The various assessments are designed to test competence against a list of standard performance criteria. The course is assessed against specific performance criteria, which are set out in the module specifications, and will be discussed with you before you have to submit your work.

This means that you must show the ability to perform the activities within a functional or occupational area (to the levels of performance expected in employment).

Methods of assessment will take the following form:

Practical – The course is assessed by checking competence against a standard set of performance criteria during observation. Questions may also be asked in order for the candidate to demonstrate underpinning knowledge. Some practical aspects may be video recorded as part of the assessment evidence for external examiners, and written permission will be needed from all persons involved.

Theory – The course contains assessments to check underpinning knowledge. This happens in various ways such as worksheets, written assessment plans, case studies, research and written reports. All documented work is randomly double marked by MTE & SME as part of our internal verifier plan.

All theory and practical assessments will be Internally Verified according to our IV plan before grades are confirmed and published. Feedback will be provided and provisional grades given until a final decision has been reached.

B. Your rights concerning Assessment

Withdrawal from a course

Given the intensive delivery pattern of the courses and the access to all learning material it will not be possible to withdraw and obtain a refund of fees less than one week before the commencement of the course. If you withdraw during the course, you will not be eligible for a refund of fees. If you have exceptional circumstances that unexpectedly prevent you from attending the course please speak to your personal tutor or the Course Leader if you think you might be eligible to apply for mitigating circumstances.

C. Your responsibilities concerning Assessment

You have a responsibility to ensure that all assessed work is completed to the set published deadline and those examinations and practical's are attended in accordance with the published timetable. You also have a responsibility to ensure that all work submitted is your own and that it is appropriately referenced (if appropriate)

D. Handing in Assessments

When handing in coursework assessments you must ensure that you have understood and followed all the information provided on the Online Portal. Coursework must be submitted by the deadline via Thinkific (instruction of how to do this are in the Thinkific Portal)

E. Mitigating circumstances

You can submit details of mitigating circumstances if you experience personal or other difficulties with your studies which you feel may have seriously inhibited your performance or are ill at the time of a scheduled examination or the deadline for submission of coursework. Please note that you should discuss your mitigating circumstances with the tutors directly.

F. Action in the event of referral

Students may continue to sit in and complete their course regardless of whether they pass or are referred for any part of that or the earlier module. Students will only receive the qualification for the course, when they have successfully completed all relevant assessments.

Diploma: All students have one opportunity to submit their work. If they fail they can retake the assessment once but their grade will be capped at 40% and they will achieve a 3rd overall for that resubmitted work.

Sports Massage: You can resubmit your work as many times as you like to achieve the pass grade. However, if you have to resubmit more than 3 times a re-submission charge may apply.

If you do fail an assignment you should make an appointment to speak to the assessor and discuss the feedback you were given so that you can formulate an appropriate action plan. You need to discuss with individual tutors the assignments/units where you have not performed as well as wished, to identify areas for focus in your revision and preparation for the re-sits. The team will support you as much as possible.

G. Academic Misconduct – Cheating, Plagiarism and Collusion

Introduction

It shall be the responsibility of students to ensure that the work they submit for assessment is entirely their own, or in the case of group work the group's own and that they observe all rules and instructions governing examinations. All work should be referenced using the Harvard referencing protocol (details of how to do this are in the help section of the Online Portal)

Interpretation

For the purposes of these Regulations, the term 'academic misconduct' includes all forms of **cheating, plagiarism and collusion**.

6 EQUAL OPPORTUNITIES POLICY STATEMENT

A. Introduction

Movement Therapy Education is based in a multiracial, multiethnic and multicultural city. The Company recognises that within its catchment area there are people from a diversity of cultural backgrounds, with a wide range of differing abilities and previous educational experiences.

B. Aim

This Equal Opportunities Policy Statement forms part of the ethos of our company. In recognition and support of its policy on Equal Opportunities and Multicultural Education, the Company strives to ensure that all applicants, students and employees receive equal treatment.

The Company will make every effort to eliminate unlawful or unfair discrimination on the grounds of gender, race, disability or sexual orientation.

C. Reasons for Written Policy

- a) To try to ensure that all existing and potential trainers and students are aware of their rights and responsibilities under the law and in respect of the Company's Equal Opportunities Policy.
- b) To publicise and clarify the Company's Policy to the wider community.
- c) To try to ensure that all trainers and students are aware of the Policy's existence, its aims and objectives and their role in its implementation.

D. To Whom Does the Policy Apply

To all persons associated with the Company including trainers, students and stakeholders of the Company's service.

E. What are the Legislative obligations of the Corporation?

The legislative obligations which underpin the Company's Equal Opportunities Policy include those contained in the Sex Discrimination Act 1975, the Race Relations Act 1976 and the Chronically Sick and Disabled Persons Act 1970, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and the Employment Relations Act 1999.

F. Review of the policy

The Equal Opportunities Policy Statement will be reviewed annually to ensure its continuing relevance to the needs of the trainers, students and potential students.

I. MOVEMENT THERAPY CLINICS LIMITED (“MTCL”) – Privacy Notice

MTCL holds and process personal data in order to provide certain services to its clients. Due to data protection legislation MTCL is required to give you this notice to explain how your data is used.

A. Information MTCL may collect from you

As a “data controller”, MTCL may collect and process your personal information in order to provide a service to you under a contractual arrangement. Such personal information could include your date of birth, gender, as well as details of your health (see the section “sensitive personal data”). It will also include your contact details such as residential address, email address and telephone number.

B. Information MTCL may collect from others

Whilst much of the data MTCL holds is provided by the client themselves, MTCL may also hold and processes data provided by third parties (such as the client’s medical practitioner).

C. Purposes for which and the basis upon which MTCL will process your personal data

MTCL uses your personal information in order to provide you with the required service or treatment.

D. Legal basis for processing your information

MTCL must have a legal reason (often called the legal basis) to hold and use your personal information. The legal reason for MTCL processing your personal information is that it is necessary for the performance of a contract between MTCL and you, and other legitimate interests.

E. Sensitive personal data

MTCL also holds some special categories or “sensitive” personal data about its clients for the purposes of providing treatment . MTCL will only hold such data typically with your explicit consent. Where MTCL is relying on your consent to process the sensitive data you may withdraw it at any time.

F. Storage of personal data

MTCL will hold personal data for as long as necessary in order to comply with regulatory requirements and/or the terms of applicable insurance policies.

G. Disclosure of personal data

MTCL may disclose your personal data to other therapists operating under MTCL.

H. International transfers of personal data

As required by data protection legislation, MTCL has strict security procedures regarding the storage and disclosure of personal data. MTCL does not generally, and has no intention to, transfer or process the personal data that is collected about you outside the European Economic Area.

I. Your rights under the General Data Protection Regulation

You have the right to access the personal information MTCL holds about you. You may also ask MTCL to correct any errors in such information. In some circumstances

you may request that the use of your personal information is restricted, object to its processing and/or request that your information is erased. Please contact MTCL in relation to any such requests (contact details below).

More information regarding your rights can be found at the website of the Information Commissioners Office (www.ico.org.uk).

If you have any concerns in relation to MTCL's handling of your personal information, please make contact with MTCL (contact details below). If your concern is not resolved to your satisfaction, you have a right to lodge a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 or 01625 545 745
Fax: 01625 524 510
Email: casework@ico.org.uk

Contact

MTCL can be contacted as follows:

Address: 24 Earls Court Road, Harborne, Birmingham, B17 9AH
Tel: 07957 859 285
Email: mike@mtclinics.com