



COSCA (Counselling & Psychotherapy in Scotland)
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COSCA Privacy Policy

COSCA (Counselling & Psychotherapy in Scotland) is Scotland's professional body for counselling and psychotherapy - www.cosca.org.uk.

This privacy policy explains how we use any personal information we collect about applicants who apply to become an individual member of COSCA (Counselling & Psychotherapy in Scotland) or a subscriber.

What information do we collect about applicants?

We collect personal information from those who apply to become individual members or subscribers. We also collect information from individuals at the time of renewal of membership, when individuals voluntarily provide feedback to us, and when they complete surveys from us.

How will we use the information about individuals?

We collect personal information from individuals who apply to become individual members or subscribers of COSCA to help us to make decisions on their suitability for membership of COSCA.

We will use information collected to make a decision about suitability to join COSCA and to inform, on request, third parties concerning whether or not named individuals are currently members or subscribers of COSCA, and the category of membership held.

We will reserve the right to publish the names of individual members or subscribers of COSCA whose membership of COSCA has been terminated by us and to give the reasons for the termination.

In the event that COSCA becomes insolvent, bankrupt, or ceases to operate, we will share the personal information collected from current individual members or subscribers of COSCA with another organisation with a similar purpose to COSCA. In doing so, we will take steps to ensure that the information shared will be used for a similar purpose to that of COSCA's. Individual members and subscribers will be given the opportunity to request that their personal information is not shared in the above circumstances.

Marketing

We would like to send individual members of COSCA (Counselling & Psychotherapy in Scotland) and subscribers information about the work of COSCA, our services and products. We would like to send the above information in a variety of means including by post, telephone, email, fax and via our website.

We would also like to send our individual members and subscribers information on the above from other organisations and individuals that we think may be of interest to them.

Individual members of COSCA and subscribers have a right at any time to stop us from contacting them in respect of passing on the above information. So, if individual members of COSCA or subscribers no longer wish to be contacted in respect of receiving the above information, please let us know in writing.

The personal information of individual members and subscribers held by COSCA will not be shared with other organisations for the purposes of marketing. It will also not be sold or rented to other organisations for the purposes of marketing

Access to your information and correction

Individual members of COSCA and subscribers have the right to request a copy of the information that we hold on them. We may make a small charge for this service. Proof of identity will also be required for this service. If you would like a copy of the above information, please contact us.

We want to make sure that the personal information we hold is accurate and up to date. Individual members of COSCA and subscribers may ask us to correct or remove information they think is inaccurate.

Publication of Sanctions

As laid down in COSCA's Complaints Procedure, following the completion of complaints investigations by COSCA and its members who have their own complaints procedures COSCA publishes details of all sanctions applied to its registrants as a matter of public interest.

The information published on the above sanctions applied in respect of registrants are listed in the Sanctions Notice – see the About section of the COSCA Register of Counsellors and Psychotherapists.

Decisions to terminate membership following a complaints and/or other investigation by COSCA will also be published in COSCA's Journal. These decisions will also be passed onto to other PSA Accredited Registers and other relevant professional and statutory bodies.

The publication of the above sanctions provides valuable information about the standards COSCA expects of its members, assists people using the services of COSCA's members to make informed choices, and helps to maintain public confidence in counselling and psychotherapy.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this page of the website.

Data Protection Act

COSCA is a registered Data Controller with the Information Commissioner's Office.
Registration No: Z7357442.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- by email: info@cosca.org.uk
- or write to us at: COSCA (Counselling & Psychotherapy in Scotland),
16 Melville Terrace, Stirling FK8 2NE

Brian Magee
Chief Executive
COSCA (Counselling & Psychotherapy in Scotland)