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# Data Protection

Heartwood is registered as a data controller with the Office of the Information Commissioner, and collects and processes information about students for various teaching, research and administrative purposes. All such activity is now governed by the General Data Protection Regulation (GDPR) that came into effect on the 25th May 2018 (replacing the Data Protection Act, 1998).

GDPR represents a major revision of data protection legislation, and introduces new requirements for how organisations process personal data. Students are entitled to have access to the records held about them to ensure accuracy and fairness.

## Foundation Course Access

The course remains available in its current form to learners for 6 weeks after the initial 12 month study period.

- Some activities have deadlines, and you are advised to check submission dates in advance as most are only open during the 12 months.
- At the close of the course, students will have access to an archived version free of charge for one year.
- That version will not contain interactive features such as glossaries, webinars or forums. It will include all the videos, slides, documents, pages and e-book material you would need to use for reference.

## Learning Agreement

By accessing the Foundation Course Welcome page you are confirming that you have read and understood this document in its entirety, and that you agree expressly to abide by all the regulations and policies it contains for the duration of your studies with us.

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