

Pilates Teacher training Ireland

Pilates Teacher Training Ireland.....	2
1. Conflict of Interest Policy.....	2
Pilates Teacher Training Ireland - Annual Conflict of Interest Declaration Form	4
2. Equality and Diversity Policy.....	7
3. Health and Safety Policy	9
Responsibilities	9
4. Learner Appeals Policy	11
5. Learner Complaints & Grievance Policy	13
6. GDPR and Data Protection Policy	15
Data Collection and Processing	17
Data Storage and Security.....	18

Pilates Teacher Training Ireland

1. Conflict of Interest Policy

Purpose

This policy establishes guidelines for identifying, declaring, and managing conflicts of interest within Pilates Teacher Training Ireland to maintain integrity, fairness, and transparency in all operations.

Scope

This policy applies to all staff members, instructors, assessors, and external contractors involved with Pilates Teacher Training Ireland.

Legal Framework

- Ethics in Public Office Acts 1995 and 2001
- Companies Act 2014 (Ireland)

Policy Statement

Pilates Teacher Training Ireland is committed to conducting all activities with integrity and avoiding any conflicts of interest that may compromise the quality of education or assessment processes.

Definitions

A conflict of interest arises when an individual's personal interests, relationships, or activities could interfere with their ability to act impartially and in the best interest of Pilates Teacher Training Ireland and its learners.

Requirements

1. All staff members must:

- Declare any potential conflicts of interest immediately upon identification
- Complete an annual declaration of interests form
- Recuse themselves from decision-making processes where conflicts exist

2. Specific situations requiring declaration:

- Family relationships with learners or other staff members
- Assessment of family members or close associates

Procedure for Declaration

1. Complete the Conflict of Interest Declaration Form
2. Submit to the Director of Education
3. Update declarations as circumstances change
4. Annual review of all declarations

Management of Conflicts

1. Assessment of declared conflicts by senior management
2. Implementation of appropriate mitigation measures
3. Documentation of all decisions and actions taken
4. Regular review of effectiveness of mitigation measures

Pilates Teacher Training Ireland - Annual Conflict of Interest Declaration Form

Full Name: _____

Sub Contrator Position: _____

Date of Declaration: _____

Declaration of Interests

Please answer all questions honestly and thoroughly. If you answer "Yes" to any question, provide full details in the space provided. If you need more space, please attach additional pages.

1. Personal Relationships

Do you have any family members, close friends, or associates who are:

a) Current learners at Pilates Teacher Training Ireland?

- Yes

- No

b) Sub Contractors or staff members at Pilates Teacher Training Ireland?

- Yes

- No

If yes to either, please provide details:

3. External Employment

Do you currently engage in any external employment, consultancy, or voluntary work that might conflict with your role?

- Yes

- No

If yes, please provide details:

3. Assessment Responsibilities

Will you be involved in assessing any individuals with whom you have a personal or professional relationship outside of Pilates Teacher Training Ireland?

- Yes

- No

If yes, please provide details:

4. Other Potential Conflicts

Are there any other circumstances not covered above that could be perceived as creating a conflict of interest?

- Yes

- No

If yes, please provide details:

Declaration Statement

I declare that:

1. The information provided in this form is true and complete to the best of my knowledge.
2. I have read and understand the Conflict of Interest Policy of Pilates Teacher Training Ireland.
3. I understand that I must update this declaration if my circumstances change during the year.
4. I agree to absent myself from any discussions or decision-making processes where I have a declared conflict of interest.

Signature: _____

Date: _____

Document Control

Version: 2.0

Last Updated: December 2024

Review Date: December 2025

This form must be:

1. Completed annually by all staff members
2. Updated whenever circumstances change
3. Submitted to the Director
4. Stored securely in accordance with data protection regulations

2. Equality and Diversity Policy

Purpose

To ensure equal opportunities and fair treatment for all learners and staff members, promoting an inclusive learning environment free from discrimination.

Legal Framework

- Employment Equality Acts 1998-2015
- Equal Status Acts 2000-2018
- Irish Human Rights and Equality Commission Act 2014
- Disability Act 2005

Policy Statement

Pilates Teacher Training Ireland is committed to promoting equality and diversity, ensuring all individuals have equal access to opportunities regardless of their:

- Gender
- Civil status
- Family status
- Sexual orientation
- Religion
- Age
- Disability
- Race
- Membership of the Traveller community

Implementation

1. Staff Training

- Equality and diversity training

- Cultural awareness workshops

2. Learning Environment

- Accessible facilities and resources
- Inclusive teaching methods
- Reasonable accommodations for disabilities

3. Recruitment and Assessment

- Fair and transparent selection processes
- Objective assessment criteria
- Regular review of procedures

Monitoring and Review

- Annual equality audit
- Regular consultation with learners and staff
- Review of complaints and feedback
- Action planning for improvements

3. Health and Safety Policy

Purpose

To ensure a safe and healthy environment for all staff, learners, and visitors in accordance with Irish health and safety legislation.

Legal Framework

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016

Policy Statement

Pilates Teacher Training Ireland is committed to:

- Providing a safe and healthy working environment
- Preventing accidents and work-related ill health
- Complying with all relevant health and safety legislation
- Regular review and improvement of safety measures

Responsibilities

1. Management Responsibilities

- Conduct regular risk assessments
- Provide appropriate safety equipment
- Maintain accident records

2. Staff Responsibilities

- Follow safety procedures
- Report hazards and incidents
- Use protective equipment when required

- Supervise learners' safety

3. Learner Responsibilities

- Follow safety instructions
- Report any concerns
- Use equipment properly
- Maintain personal safety awareness

Emergency Procedures

- Fire evacuation
- Accidents and injuries
- Equipment malfunction

Risk Assessment

- Regular workplace inspections
- Equipment maintenance checks
- Environmental monitoring
- Activity-specific risk assessments

4. Learner Appeals Policy

Purpose

To provide a fair, transparent, and accessible process for learners to appeal academic decisions or assessment outcomes.

Legal Framework

- Qualifications and Quality Assurance (Education and Training) Act 2012
- Education and Training Act 2013

Policy Statement

Pilates Teacher Training Ireland ensures that all learners have the right to appeal assessment decisions and receive fair consideration of their appeal.

Grounds for Appeal

Valid grounds include:

- Procedural irregularities in assessment
- Extenuating circumstances not previously disclosed
- Evidence of unfair or discriminatory treatment
- Technical or administrative errors

Appeal Procedure

1. Informal Resolution

- Discussion with assessor and team within 15 working days
- Documented meeting and outcomes

2. Formal Appeal

- Written submission within 25 working days
- Supporting evidence required

- Appeal fee (refundable if successful)

3. Appeal Review

- Independent reviewer assignment
- Review of evidence and documentation
- Decision within 20 working days

4. Final Decision

- Written notification of outcome
- Detailed explanation of decision
- Information about further options

Timeframes

- Informal Resolution: 15 working days
- Formal Appeal Submission: 25 working days
- Review Process: 20 working days
- Final Decision Communication: 5 working days

5. Learner Complaints & Grievance Policy

Purpose

To establish clear procedures for handling learner complaints effectively and fairly.

Legal Framework

- Qualifications and Quality Assurance (Education and Training) Act 2012
- Consumer Protection Act 2007

Policy Statement

Pilates Teacher Training Ireland is committed to maintaining high standards and addressing learner concerns promptly and fairly.

Types of Complaints

- Academic and staff matters
- Administrative services
- Facilities and resources
- Discrimination or harassment

Complaint Procedure

1. Informal Resolution

- Direct discussion with relevant party
- Mediation if necessary

2. Formal Complaint

- Written submission
- Investigation process
- Documentation requirements

3. Investigation

- Acknowledgment within 5 working days
- Full investigation within 25 working days
- Written response to complainant

4. Appeals

- Right to appeal decision
- External review options
- Time limits for appeals

Record Keeping

- Confidential complaint records
- Analysis of complaint patterns
- Annual review of procedures

6. GDPR and Data Protection Policy

Last updated	06/04/2024
Name	Pilates Teacher Training Ireland
GDPR	General Data Protection Regulation.
Responsible Person	Susan Church

Purpose

This policy outlines how Pilates Teacher Training Ireland collects, processes, stores, and protects personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (Ireland).

Scope

This policy applies to all personal data processed by Pilates Teacher Training Ireland, including data relating to:

- Current, past, and prospective students
- Staff members and contractors
- External partners and stakeholders
- Website users and online visitors

Legal Framework

- General Data Protection Regulation (EU) 2016/679
- Data Protection Act 2018 (Ireland)
- ePrivacy Regulations 2011
- Freedom of Information Act 2014

Definitions

- Personal Data: Any information relating to an identified or identifiable natural person
- Special Category Data: Sensitive personal data including health, ethnicity, religion
- Data Controller: Pilates Teacher Training Ireland
- Data Processor: Any third party processing data on behalf of the organization
- Data Subject: The individual to whom the personal data relates

Data Protection Principles

We adhere to the following GDPR principles:

1. Lawfulness, Fairness, and Transparency
 - All data processing has a legal basis
 - Processing is fair and transparent to data subjects
2. Purpose Limitation
 - Data collected for specified, explicit purposes
 - Not processed in ways incompatible with these purposes
3. Data Minimization
 - Only collect necessary data
 - Regular review of data necessity
4. Accuracy
 - Regular data verification processes
 - Prompt correction of inaccuracies
5. Storage Limitation
 - Data kept only as long as necessary (7 years)
 - Secure deletion procedures
6. Integrity and Confidentiality
 - Appropriate security measures

- Protection against unauthorized processing

Data Collection and Processing

Legal Bases for Processing

We process personal data under the following legal bases:

1. Consent

- Explicit consent for specific purposes
- Clear consent mechanisms
- Easy withdrawal of consent

2. Contract

- Necessary for contract fulfillment
- Course delivery requirements
- Payment processing

3. Legal Obligation

- Tax and financial regulations
- Health and safety requirements

4. Legitimate Interests

- Marketing to potential students
- Alumni relations
- Quality assurance
- Insurance requirements

Types of Data Collected

1. Student Data

- Personal identification details
- Contact information
- Academic records

- Financial information
 - Health information (where relevant)
 - Assessment results
2. Staff Data
- Personal identification details
 - Professional qualifications
 - Financial information
3. Website Data
- Cookie information
 - IP addresses
 - User preferences
 - Analytics data

Data Storage and Security

Digital Storage

1. Cloud Storage
- Encrypted cloud services
 - EU-based servers only
2. Local Systems
- Password-protected computers
 - Encrypted hard drives
 - Firewall protection
3. Security Measures
- Multi-factor authentication
 - Regular password changes

Physical Storage

1. Paper Records

- Restricted access areas
- Secure disposal procedures

Retention Periods

1. Student Records

- Academic records: Permanent
- Financial records: 7 years
- Health records: 7 years
- Application data: 2 years if unsuccessful

2. Business Records

- Financial records: 7 years
- Contracts: Duration + 7 years
- Marketing data: 2 years
- Website data: 2 years

Data Sharing and Transfers

Internal Sharing

- Need-to-know basis only
- Documented access permissions

External Sharing

1. Third-Party Processors

- Written data processing agreements
- GDPR compliance verification

2. Regular Recipients

- Accrediting bodies
- Government agencies

- External examiners
- Payment processors

Individual Rights

We respect and facilitate the following rights:

1. Right to Information

- Clear privacy notices
- Processing information
- Recipients of data

2. Right to Access

- Subject access requests
- Response within 30 days

3. Right to Rectification

- Correction of inaccurate data
- Completion of incomplete data

4. Right to Erasure

- Deletion on valid request
- Third party notifications

5. Right to Object

- Marketing objections
- Research objections
- Legitimate interests

