



DATA PROTECTION PRIVACY NOTICE

Company Contact details:	Educate 2Gether Training Ltd Unit 4 Waterside Drive, Langley SL3 6EZ 01753 306177 – info@educate2gether.co.uk
Date:	February 2023
Version:	February 2023

The Company is a Tuition Centre which provides educational services to adults. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as the Job Centre. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company has collected your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with educational services. The legal bases we rely upon to offer these services to you are:

- **Consent** - We may use your personal information to contact you for learning opportunities.
- **Legitimate interest** - To be able to enrol you on the courses you have applied for
- **Legal obligation** - To comply with our legal and regulatory obligations

b. Categories of data

The Company may collect the following personal data on you:

Personal data:

- Name and Contact Details
- Name and Contact Details of your Next of Kin
- Photo ID
- Referees and end references
- Proofs of ID
- Proof of receiving benefits
- Proofs of Address
- Right to Work evidence if applicable
- National Insurance Number
- Qualifications

Sensitive personal data:

- Disability
- Criminal conviction
- Ethnicity



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- Health Declaration
- Suitable Persons Declaration
- Disqualification for Caring for Children
- Children's and Vulnerable Adults' Barred List Details

c. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- To act as an educational business which provides educational services to learners

d. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Laser Learning e-portfolio
- LearnerTrack (for ESFA funded courses)
- Ncfe CACHE
- Home Office (where Visa checks are applicable)
- Job Centre (where applicable)
- Infinity SaS (our internal database)

2. Data retention

The Company will retain your personal data only for as long as is necessary. Certain laws may require us to keep some of the data for different periods of time.

Educate 2Gether will keep learners records on their internal database for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with educational services.

Laser Learning e-portfolio will store all portfolio content for 7 years calculated from the learner end date added to the system.

Where the Company has obtained your consent to process your personal data for the purpose of contacting you for learning opportunities, we will do so for 1 year. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your data.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;



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- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting Emma Kiernan, Educate 2Gether Ltd, Unit 4 Waterside Drive, Langley SL3 6EZ Phone Number 01753 306177 and email info@educate2gether.co.uk

4. Source of the personal data

The Company sourced your personal data by the following means:

- From yourself directly
- Job Centre
- Job Fairs
- Our sister Company Worldwide Education Recruitment
- Other learners referrals

This information may come from a publicly accessible source.

5. Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Emma Kiernan, Data Protection Officer, Educate 2Gether Ltd, Unit 4 Waterside Drive, Langley SL3 6EZ Phone Number 01753 306177 and email info@educate2gether.co.uk

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

6. Changes to this privacy notice

Any changes we may make to our privacy notice in the future will be posted on <http://educate2gether.co.uk/privacy-notice/>. Please check back frequently to see any updates or changes to our privacy notice.