Tailored Education Ltd

Privacy Notice

Effective from 25/05/2018

**1.Introduction**

The privacy and security of your personal information is very important to us, we can assure you that at Tailored Education Ltd we take great pride in our high levels of customer satisfaction and promise to always treat your personal details with care and respect. We will never disclose your personal information to anyone except with your consent or if the law, public duty, or our legitimate interests require us to do so.

This Privacy Notice describes the way we collect your information, how we use it, share it and why, and describes your rights in accordance with the requirements of the General Data Protection Regulations (GDPR)

**2. Who we are & how we use your personal information**

Information that is about you, or from which you can be identified will be held by Tailored Education Ltd. This information includes what you tell us about yourself and what your schools and colleges tell us about you.

You can contact us about anything in this Privacy Notice. If you have any queries or want more details about how we use your information, you can ask us by:

Emailing: enquiries@tailorededucationltd.co.uk

Writing to: Tailored Education Ltd, 9 King Street, Westhoughton, Bolton, BL5 3AX

Telephoning: 01204 416226

**3. How the law protects you**

Information we hold about you

We require certain information about you to enable us to provide a Work Experience Service. Most of this information will be provided by you. We will record information such as, your name, address, date of birth, telephone number, email address,

Why do we process your information?

To manage our relationship with you and provide Work Experience

To prevent fraud and financial crime

How do we gather information about you?

We collect data via you or a student for the Work Experience process, detailed list of information is available on [www.tailorededucationltd.co.uk](http://www.tailorededucationltd.co.uk)

How do we share your information?

Tailored Education will not share your information for marketing purposes; however we do share personal information with our associates which are schools and in return they give us information about you for example name, address etc.

Legal Basis for processing your personal information

GDPR requires a lawful reason to process personal data, for some processing more than one legal basis may be relevant.

Where Tailored Education has your consent, you have the right to withdraw it at any time, see Tailored Education’s full Privacy Notice for full details available on [www.tailorededucationltd.co.uk](http://www.tailorededucationltd.co.uk)

Special protection is given to certain categories of personal information that is particularly sensitive, known as Sensitive Personal Data, the Society will only use and store sensitive personal data where necessary an have lawful reason to do so.

How long we keep your personal information

We will retain your company information only for as long as necessary to administer Work Experience in line with regulatory and legal requirements.

Your rights

You have the right to object to how we process your information, you also have the right to access, correct, sometimes delete and restrict the personal data we use. In addition you have the right to complain and the data protection regulator-the information Commissioners Office (ICO), their contact details can be found on, [www.ico.org.uk](http://www.ico.org.uk) Full details of all your rights can be found in Tailored Educations’ full Privacy Notice on [www.tailorededucationltd.co.uk](http://www.tailorededucationltd.co.uk)

How to contact us

For any query or complaint please contact enquiries@tailorededucationltd.co.uk

3. Have you been introduced to us by a school or a student

4. What are your privacy rights under data protection laws?

This section explains about your rights to object and other data privacy right you have and how to contact us about them.

You can object to us keeping or using your personal information. This is known as the ‘right to object’. You can also ask us to delete, remove or stop using your personal informationif there is no need for us to keep it. This is known as the ‘right to erasure’ or the ‘right to forgotten’.

There may be a legal or other official reasons why we need to keep or use your data, please tell us if you think that we shouldn’t be using it.

We may sometimes be able to restrict the use of data, you can ask us to restrict if:

It’s not accurate

It’s been used unlawfully but you don’t want us to delete it

It’s not relevant anymore, but you want us to keep it

If you want to object to how we use your data, or ask us to delate it or restrict how we use it please write to Tailored Education Ltd.us to restrict your information in this wayis a list of the rights that all individuals have under data protection laws, they do not apply in all circumstances. If you wish to exercise any of them please contact our Data Protection Officer.

**Rights to be informed** – We have to be transparent with you about the processing that we do with personal information, your right to be informed may be relevant if you consider it necessary to ask for more information about what we do with your personal information.

You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.

Children have the same rights as adults over personal data. These include rights to access their personal data, request rectification, object to processing and have their personal data erased.

Right to lodge a complaint with a supervisory authority

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>.

5. How the law protects you, what are the legal grounds for our processing of your personal data?

Data protection laws requires us to explain what legal grounds justify our processing of your personal information (this includes sharing with other organisations) For some processing more than one legal ground may be relevant (except where we rely on consent). Here are the legal grounds that are relevant to us:

We have your consent (if consent is needed)

You have given clear consent for us to process your personal information for a specific purpose:

When you request that we share your personal information with someone else and consent to that:

For direct marketing communications

We need to use the information to perform a contract with you

Processing necessary to perform our contract with you for Work Experience activity:

We need the information to comply legal obligations

Vital Interest

The processing that is necessary to save someone’s life

Legitimate interests

Where we consider that it is fair to use the personal information either in our interests or someone else’s interests, where there is no disadvantage to you, this can include where it is in our interests to contact you about products or services, market to you or collaborate with others to improve our services.

To carry out monitoring and to keep records

For market research and analysis and developing statistics

For some profiling and other automated decision making, in particular where this does not have a legal effect of otherwise significantly affect you

Governmental and regulatory bodies such as HMRC, the Information Commissioner’s Office

Tax authorities who are overseas for instance if you are subject to tax in another jurisdiction we may share your personal information directly with relevant tax authorities overseas (instead of via HMRC)

Other organisations and businesses who provide services to us such as debt recovery agencies back up and server hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions

Buyers and their professional representatives as part of any restructuring or sale of our business or assets

Market research organisations who help us to develop and improve our products and services

Sensitive personal data requires even more care. We must obtain explicit consent from people before collecting or processing it – i.e. we need to tell them why we’re collecting the data and get their permission to use it.

6. How and when you can withdraw consent

Much of what we do with your personal information is not based on your consent; instead it is based on other legal grounds. For processing that is based on your consent, you have the right to take back that consent for future processing at any time. You can do this by contacting our Data Protection Officer. The consequence might be that we cannot send you some marketing communications or that we cannot take into account special categories of personal data such as about your health or if you are vulnerable customer (but these outcomes will be relevant only in cases where we rely on explicit consent for this).

We will tell the broker of other intermediary who introduced you to us that have withdrawn your consent only if it our data processor (this means an organisation who is processing personal information on our behalf? Or if we are required to do when you exercise certain rights under data protection laws. You should make sure to contact them directly to withdraw your consent for what they do with your personal information as a data controller in their own right.

Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is incorrect

7. Information we hold about you

* Full name
* Your date of birth
* Additional health requirements

8. Why do we process your personal information?

We may process your personal information for our legitimate business interest, e.g. fraud prevention, marketing, improving our services. Legitimate interests is mentioned in our privacy notice because data protection laws allow the processing of personal information where the purpose is legitimate and is not outweighed by your interests, fundamental rights and freedoms. Those laws call this the legitimate interest’s legal ground for personal data processing.

Your personal information and what we do with it

What kinds of personal information about you do we process?

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what it is.

As well as our privacy promise, your privacy is protected by law. Data protection law says that we are only allowed to use your personal information only if we have a proper lawful reason to do so, processing must be necessary and must be processed in a fair and transparent manner. For some processing more than one legal reason may be relevant (except where we rely on consent).

The processing is necessary for us to comply with the law

When it is in our legitimate interest – the processing is necessary for our legitimate

When it is a vital interest – the processing is necessary to protect someone’s life

When it is a public task – the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis for law

Special protection is given to certain kinds of personal information that is particularly sensitive or that relating to a child.

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>.

 **Where we collect your personal information from**

* Your school or college
* When you apply to participate in work experience
* When you talk to us on the phone
* Emails and letters

**How to get a copy of your personal information**

This section tells you where to write to us to get a copy of your personal information, this is called a ‘Subject Access Request’.

You can do this by writing to:

Alison Saunders

9, King Street

Westhoughton

Bolton

BL5 3AX

We will provide this free of charge and respond to you within in 30 days.

**How to withdraw your consent**

This section explains what to do if you no longer want us to hold your personal information.

You can withdraw your consent at any time. Please contact us by emailing Tailored Education: enquiries@tailorededucationltd.co.uk if you want to do so.

This will only affect the way we use information when our reason for doing so is that

If you withdraw your consent, we may not be able to provide certain services to you. If this is so, we will tell you.

**If you choose not to give personal information**

You can choose not to give us personal information, however it may prevent us from fulfilling our contract with you, or doing what we must do by law or providing a service to you.

 **Is your personal information transferred outside the UK or the EEA?**

We are based in the UK, your personal information will not be transferred outside the European Economic Area (EEA).

**How long we keep your personal information for?**

We will never retain your personal information for any longer than is necessary for the purposes we need to use it for. We will not use or sell your personal information for marketing purposes.