



Figure of Eight Education

PRIVACY POLICY

Welcome to the Figure of Eight Education website privacy policy.

Figure of Eight Education respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you contact us by email, phone, post or when you sign up to our newsletter. This website is operated by Figure of Eight Education Limited (“Figure of Eight Education”, “we”, “us” or “our”).

This version was last updated on 24th May 2018.

WHAT IS THE PURPOSE OF THIS PRIVACY NOTICE?

This privacy notice aims to give you information on how Figure of Eight Education collects and processes your personal data when you contact us via email, phone, post, newsletter or via the registration form. Figure of Eight Education does not collect any personal data when you use this website.

This website is not intended for children and we do not knowingly collect data relating to children.

For the purposes of European data protection law, Figure of Eight Education is the data controller and is responsible for your personal data (collectively referred to as “Figure of Eight Education”, “we”, “us” or “our”).

WHAT INFORMATION DO WE COLLECT?

We do not currently collect any personal information through our website, however we do use third party analytical tools to analyse how our website is being used (refer to our “Cookie policy” below).

You may voluntarily supply us with personal information which may include identity data such as first name, last name, date of birth, gender and contact data such as address, phone number and email address. If you are submitting a job application or registering on the Figure of Eight Education website, this may also include other potentially sensitive information.

You may choose to give us your data by post, phone, email, on the registration database or other electronic means.

We may also collect or generate further information from other sources.

HOW DO WE USE YOUR PERSONAL DATA?

We will only use your personal data when the law allows us to and when you have chosen to provide data to us. Most commonly, we will use your personal data in the following ways:

1. To provide you with information that you have requested from us;
2. To respond to specific queries you may have regarding Figure of Eight Education;
3. To process and consider a job application;
4. To verify your identity;
5. To take steps in order to enter into any contract or carry out our obligations from any contract entered into between you and us;
6. To send you marketing and promotional information about Figure of Eight Education services;
7. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
8. Where we need to comply with a legal or regulatory obligation.

WHO MIGHT WE SHARE YOUR PERSONAL DATA WITH?

We may share your personal data with any of our group affiliates, or with our clients, agents, partners or contractors who assist us in providing the services we offer; help us with your enquiry and fulfil requests for information; receive and send communications and / or complete other tasks from time to time.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

HOW WILL WE KEEP YOUR PERSONAL DATA SECURE?

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Your personal data is collected and stored on secure servers in the United Kingdom. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

HOW LONG WILL WE USE YOUR PERSONAL DATA FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

WHAT ARE YOUR LEGAL RIGHTS?

Under certain circumstances, you have rights under data protection laws in relation to your personal data including a right to:

- Request access to your personal data;
- Request your personal data to be corrected or erased where appropriate;
- Request restriction of processing your personal data whilst we investigate any concern;
- Request transfer of your personal data;
- Object to processing of your personal data and to withdraw your consent at any time when the processing relies upon consent;
- Unsubscribe from receiving promotional emails from us.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

WHAT MAY WE NEED FROM YOU?

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

You are responsible for making sure the information you give us is accurate and up-to-date and you must tell us if anything changes.

LINKS TO THIRD PARTY WEBSITES

Our website may contain links to other websites which may use cookies and which may collect your personal information in accordance with their own privacy policies. This privacy policy only applies to this website so when you link to other websites you should read their privacy policies.

CONTACT US

If you have any questions about this privacy policy you can contact us as follows:

Data Protection Officer

Figure of Eight Education

415 Westborough Road

Westcliff on Sea

Essex SS0 9TN

Telephone number: +44 (0) 1702 567078

Email address: info@figureofeightededucation.co.uk

We encourage you, in the first instance, to raise any concerns using the contact information provided and we will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of personal information in accordance with our internal policies. You do also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for any data protection issues www.ico.org.uk. The ICO can provide further information about your rights and our obligations in relation to your personal data.