



Transferring personal data to other countries

We may need to transfer and process your personal data outside of the UK/EEU. When we send personal data to a country outside of the UK/EEU, we ensure that your personal data is adequately protected through legal agreements and technical security controls.

Securing your personal data

We have implemented appropriate technical and organisational controls to protect your personal data against unauthorised processing and against accidental loss, damage, or destruction.

Retention

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. For example, we hold partially completed enrolments (24 months), enquiries (24 months), Media Consent forms (24 months), CV's (6 months).

Your rights and how to exercise them

You have several rights over your personal data processed by us. These include:

- request that we provide you with a copy of the personal data which we hold about you
- request that we update any of your personal data which are inaccurate or incomplete
- request that we delete any of your personal data which we are holding
- request that we restrict the way that we process your personal data
- request that we provide your personal data to you or a third-party provider of services in a structured, commonly used, and machine-readable format
- withdraw your consent
- object to us processing personal data based on our legitimate interests; or
- object to us processing your personal data for direct marketing purposes

The extent of these rights are limited by law and we may not act on part or all of your request where the rights are not applicable. If we do not act on your request, we will explain our reasons why.

Please contact us by email to dpo@trafalgareducation.com if you require any further information or wish to make a request to exercise any of your rights under applicable Data Protection laws. In most cases we will respond to your request within one month.

Cookies

A cookie is a small text file that is downloaded onto your computer or smartphone when you access a website. It allows websites to recognise your device and store some information about the user's preferences or past actions. For information on how we use cookies please refer to our Cookies Policy.

Your right to complain

If you have a complaint about our use of your personal data, we would prefer you to raise this with us in the first instance to give us the opportunity to put it right. Please contact us using the contact details in the "LEGAL ENTITY NAME" section above if you are unhappy with the outcome of any of your requests to exercise your rights, or how we handle your personal data.

<You also have the right to complain to the Information Commissioner's Office, the UK's Data Protection Regulator. Please visit their website for further information: www.ico.org.uk.>

Other formats

We can provide this Privacy Notice in large print, on coloured paper, in Braille and audio upon request.

Last Update

The last significant update for this privacy notice was September 2024.