

## Privacy Policy



Our privacy policy is to never pass on or sell any of your personal details.

Although we are not required to register under the Data Protection Act, we have this extended policy to help you understand what information we collect from you, why we collect it and what we do with it.

### **What personal information we collect**

We only collect personal information that you want to provide to us or that is needed to provide (and improve) our service to you. We collect direct personal information such as name, address and e-mail address as well as further details about yourself to help us assess your learning needs and ability or to ensure equality of opportunity.

### **How we keep your personal information secure**

We take appropriate measures to keep your personal information private and secure. Main data is kept at our Ilkeston office and only authorised staff have access to your personal information. We will keep your personal data for a reasonable amount of time after you cease to become a customer to ensure any disputes can be adequately dealt with and for internal marketing only.

### **What we use your personal information**

Your personal information will be used to administer and support our services to you. Statistical information may be created from the information you provide us with – you will not be identifiable by name in any such data. Your personal information may also be used from time to time for our own marketing purposes.

### **Who we disclose your personal information to**

We will never share your personal information with any third party unless you have given us specific permission to do this. This may be for careers advice or to access further suitable courses or funding – we will always get your permission before passing on your details. We may supply your personal information to government bodies, the police or courts if we are required to do so in law or by a court order; or if in our good faith judgment, such action is reasonably necessary to comply with legal process; or to protect the rights of our staff, other customers and the public.

### **How you can access the personal information we hold about you.**

You have the legal right to ask us to provide you with all the information we hold about you. There is a fee payable for this of £10. You may also have your personal information deleted, corrected or revised if appropriate. If you want to request access to your personal information you should email us [info@rebecca-swift.co.uk](mailto:info@rebecca-swift.co.uk)

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This policy is effective from January 2008 and will be reviewed annually or as the law changes.