

## **Business Privacy Notice**

This privacy Notice sets out how Nationwide Community Learning Partnership (NCLP) Ltd uses and protects any information that you give Nationwide Community Learning Partnership (NCLP) Ltd when you use this website.

Nationwide Community Learning Partnership (NCLP) Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this Privacy Notice.

Nationwide Community Learning Partnership (NCLP) Ltd may change this Notice from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This Notice is effective from 25/05/2018.

## **Our Lawful Basis for holding and processing your data**

When you supply your personal information it may be stored and processed for one or more of the following reasons:

1. Where there is **legitimate interest** to perform a service that you have requested e.g. replying to product/course request information
2. Where you have provided **consent** to allow us to use your personal data for the purpose of direct marketing, promotions, special offers and further training opportunities
3. Where processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

## **What we collect**

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

## **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, text or email. We may use the information to customise the website according to you interests.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy Notice. You should exercise caution and look at the privacy Notice applicable to the website in question.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, you will be guaranteed a reply in relation to your enquiry/query.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Transportation of files please refer to Data Protection policy on our website.

We will not sell, distribute or lease your personal information to third parties

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) 2018. If you would like a copy of the information held on you please write to Nationwide Community Learning Partnership (NCLP) Ltd, C4 Brunel Court, Waterwells Business Park, Gloucester, GL2 2AL.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.