
PRIVACY POLICY

BACKGROUND:

The Inspirational Learning Group understands that your privacy is important to you and that you care about how your personal data is used. Please read this privacy policy carefully as it contains important information on who we are and how and why we collect, store, use and share your personal data. It also explains your rights in relation to your personal data and how to contact us in the event that you have a complaint.

When we use your personal data we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (Including in the United Kingdom) and we are responsible as ‘controller’ of that personal data for the purposes of the GDPR. Our use of your personal data is subject to your instructions, the GDPR, other relevant UK and EU legislation and our professional duty of confidentiality.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

“personal data”	means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”); and
“We/Us/Our”	means The Inspirational Learning Group a limited company registered in England under company number 10044187, whose registered address is Telford Enterprise Hub, Hadley Park East, Telford, Shropshire, TF1 6QJ, and whose main trading address is Telford Enterprise Hub, Hadley Park East, Telford, Shropshire, TF1 6QJ.

2. Information About Us

2.1 The Inspirational Learning Group is a limited company registered in England under company number 10044187, whose registered address is Telford Enterprise Hub, Hadley Park East, Telford, Shropshire, TF1 6QJ and whose main trading address is Telford Enterprise Hub, Hadley Park East, Telford, Shropshire, TF1 6QJ.

2.2 Our VAT number is 237-5402-15

3. Your Rights

3.1 As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:

3.1.1 The right to be informed about Our collection and use of personal data;

- 3.1.2 The right of access to the personal data we hold about you (see section 12);
 - 3.1.3 The right to rectification if any personal data We hold about you is inaccurate or incomplete (please contact Us using the details in section 13);
 - 3.1.4 The right to be forgotten – i.e. the right to ask Us to delete any personal data we hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like Us to delete it sooner, please contact Us using the details in section 13);
 - 3.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
 - 3.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
 - 3.1.7 The right to object to Us using your personal data for particular purposes;
 - 3.1.8 Rights with respect to automated decision making and profiling.
- 3.2 If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided in section 13 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.
- 3.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

4. What Data Do We Collect?

We may collect some or all of the following personal and non-personal data:

- 4.1 name;
- 4.2 business/company name and address;
- 4.3 job title;
- 4.4 contact information such as email addresses, and contact numbers;
- 4.5 Student names for Finals Event Forms for Registration purposes
- 4.6 Where required by a third party for the National Collaborative Outreach Programme, student names and postcodes on Evaluation Forms.
- 4.7 Your financial details so far as relevant to your instructions, e.g the source of your funds if you are instructing on a purchase transaction.

5. How Do We Use Your Data?

- 5.1 All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with Our obligations and safeguard your rights under the GDPR at all times. For more details on security see section 7, below.
- 5.2 Our use of your personal data will always have a lawful basis, either because it is necessary for Our performance of a contract with you, because you have consented to Our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests. Specifically, We may use your data for the following purposes:

- 5.2.1 Supplying Our products or services to you (please note that We may require your personal data in order to enter into a contract with you depending on the status of your business);
 - 5.2.2 Replying to emails from you;
 - 5.2.3 Market research and Evaluation Forms;
 - 5.2.4 School Booking Forms and Finals Event Forms
- 5.3 With your permission and/or where permitted by law, We may also use your data for marketing purposes which may include contacting you by email and telephone and post with information, news and offers on Our products or services. We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that We fully protect your rights and comply with Our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.
- 5.4 You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it.
- 5.5 We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):
- 5.5.1 Except as required by applicable law or regulatory requirements The Inspirational Learning Group will retain your personal data for as long as it believes is necessary to fulfil the purposes for which the personal data was collected (including for the meeting of any legal, accounting or other reporting requirements);

6. How and Where Do We Store Your Data?

- 6.1 We only keep your personal data for as long as We need to in order to use it as described above in section 6, and/or for as long as We have your permission to keep it.
- 6.2 Some or all of your data may be stored within the UK and or the European Economic Area (“the EEA”) (The EEA consists of all EU member states, plus Norway, Iceland and Liechtenstein). However, some or all of your data may be stored outside the EEA. If We do store data outside the EEA, We will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the UK and under the GDPR.
- 6.3 Data security is very important to Us, and to protect your data We have taken suitable measures to safeguard and secure data collected through Our Site by utilising data encryption, locked cabinets and electronic password protection.

7. Promotional Communications

We may use your personal data to send you updates (by email, text message, telephone, or post) about our services which may be of interest to you, including, exclusive offers, promotions or new services. We also may contact you in regards to our finals events.

We have a legitimate interest in processing your personal data for promotional purposes. This means we do not usually need your consent to send you promotional communications. However, where consent is needed, we will ask for this consent separately and clearly.

We will always treat your personal data with the utmost respect.

You have the right to opt out of receiving promotional communications at any time by post at Telford Enterprise Hub, Hadley Park East, Telford, Shropshire, TF1 6QJ, or by unsubscribing to emails.

We may ask you to confirm or update your marketing preferences if you instruct us to provide further services in the future, or if there are changes to the law, regulation, or the structure of the business.

8. Do We Share Your Data?

8.1 We may share your data with other companies in Our group for business purposes.

8.2 We may sometimes contract with third parties to supply products and services to you on Our behalf. These may include payment processing, delivery of goods, search engine facilities, advertising, and marketing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law.

8.3 We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We may from time to time share such data with third parties such as prospective investors, affiliates, partners, and advertisers. Data will only be shared and used within the bounds of the law.

8.4 The third party data processors used by Us may be located outside of the European Economic Area ("the EEA") (The EEA consists of all EU member states, plus Norway, Iceland and Liechtenstein). Where We transfer any personal data outside the EEA, We will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the UK and under the GDPR.

8.5 In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal requirements, a court order, or a governmental authority.

9. What Happens If Our Business Changes Hands?

9.1 We may, from time to time, expand or reduce Our business and this may involve the sale and/or the transfer of control of all or part of Our business. Any personal data that you have provided will, where it is relevant to any part of Our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by Us.

9.2 In the event that any of your data is to be transferred in such a manner, you will not be contacted in advance and informed of the changes.

10. How Can You Control Your Data?

10.1 In addition to your rights under the GDPR, set out in section 4, you may be given options to restrict Our use of your data. In particular, We aim to give you strong controls on Our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from Us which you may do by unsubscribing using the

links provided in Our emails and at the point of providing your details).

- 10.2 You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

11. **How Can You Access Your Data?**

You have the right to ask for a copy of any of your personal data held by Us (where such data is held). Under the GDPR, no fee is payable and We will provide any and all information in response to your request free of charge. Please contact Us for more details at Jessica.goodwin@nationalenterprisechallenge.co.uk.

12. **Contacting Us**

If you have any questions about this Privacy Policy, please contact Us by post to Our Director; Ben Dyer at Telford Enterprise Hub, Hadley Park East, Telford, Shropshire, TF1 6QJ, or by email at ben@enterprise-days.com. Please ensure that your query is clear, particularly if it is a request for information about the data We hold about you (as under section 12, above).

13. **Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.