



Major Oak Education: Privacy Policy

Policy statement

Date Reviewed: 28/05/2019

Acts consulted prior to writing the policy:

The U.K. act, the Data Protection Act 1998 (DPA)

E.U. Privacy Directive 2015

GDPR 2018

Major Oak Education LTD, is dedicated to processing your data fairly and lawfully. This privacy policy explains how we use any information we collect about you or your child when you engage with us.

Any reference to 'your data' includes any data collected on those attending our Acorn Academy programmes, and so may be your child. It also includes Major Oak Education employees and, other individuals Major Oak Education engages with.

What information do we collect about you?

We collect information about you when you book onto one of our programmes or engage you in employment. Information is also collected when you submit an enquiry either through our website (majoroakeducation.com), directly by email, or if we meet you at an event. Website usage information is collected using cookies.

We will only collect information necessary to your relationship with Major Oak Education and will retain this data for no longer than is necessary for its intended purpose or until you request otherwise.

How will we use the information about you?

We collect information about you to process your booking, manage your account throughout this process and your time at Major Oak Education. With your permission we will occasionally contact you following your time with Major Oak Education, with offers on our products and services we think may be of interest to you.

Information gathered from your usage of our website will be used for internal analytics to inform how we can improve the website for the benefit of the customer journey.



We will only share your information with third parties that are necessary during your time with Major Oak Education. we will never share your information for marketing purposes with companies outside Major Oak Education.

Marketing

We would like to occasionally send you information on our products and services which may be of interest to you. If you have consented to receive marketing, you can opt-out at any time.

If you no longer wish to be contacted for marketing purposes you can do so through the unsubscribe link on our emails, or by emailing hello@majoroakeducation.com. Where you do opt-out of communications from us, we will retain your information to ensure we do not contact you in the future, while still maintaining a record of your academic achievements with Major Oak Education.

Access to your information and correction

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email jacob@majoroakeducation.com or write to us at Major Oak Education, The Ingenuity Lab, The University of Nottingham, Jubilee Campus, Nottingham, NG7 2TU and we will aim to respond within 30 days.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile internal reports on website activity.

You can set your browser to not accept cookies, however as a result some of the features on our website may not work as a result.



Other websites

If our website contains links to other websites, we are not responsible for its content. This privacy policy only applies to our website only, so you should ensure you read their privacy policy.

Changes to our privacy policy

We will keep our privacy policy updated and under regular review and will place any updates on this webpage. This privacy policy was last reviewed 28th May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information, we hold on you:

- by email jacob@majoroakeducation.com
- or write to us, Major Oak Education, The Ingenuity Lab, The University of Nottingham, Jubilee Campus, Nottingham, NG7 2TU

Reference for GDPR 8 rights:

1. **Right to be informed:** organisations must tell individuals what data is being collected, how it's being used, how long it will be kept and whether it will be shared with any third parties.
2. **Right of access:** individuals have the right to request a copy of the information that an organisation holds on them.
3. **Right of rectification:** individuals have the right to correct data that is inaccurate or incomplete.
4. **Right to be forgotten:** in certain circumstances, individuals can ask for the data an organisation holds on them to be erased from their records.
5. **Right of portability:** individuals can request that organisation transfer any data that it holds on them to another company.
6. **Right to restrict processing:** individuals can request that an organisation limits the way it uses personal data.
7. **Right to object:** individuals have the right to challenge certain types of processing, such as direct marketing.
8. **Right related to automated decision making including profiling:** individuals are free to request a review of automated processing if they believe the rules aren't being followed.