

## **Learn About Britain Privacy Policy**

### **1. Introduction**

Learn About Britain (referred to as “We, “Our” or “Us”), is committed to protecting the privacy and security of your personal data. Learn About Britain is a registered company (number 14811816) with charitable status (charity number: 1210413)

We have developed this privacy policy to inform you of the data we collect, what we do with your data, what we do to keep it secure as well as the rights and choices you have over your personal data. Throughout this document when we refer to Data Protection Legislation this means the UK GDPR and Data Protection Act 2018. This includes any replacement legislation coming into effect from time to time.

Learn About Britain is the data controller for the personal data we process, unless otherwise stated. We are registered with the Information Commissioner’s Office (the ICO) with registration reference ZB701854. You can contact us at [joe@learnaboutbritain.uk](mailto:joe@learnaboutbritain.uk)

### **2. The Data We Collect & Lawful Basis**

The type of personal data that we will collect on you, and you voluntarily provide to us on this may include some or all of the following:

- Name, job title and organisation (if applicable)
- Contact information, including email address and phone number

The lawful basis for processing your data is based on:

- Our legitimate interests

### **3. How We Use Your Data**

- To communicate with you
- For our own internal records.

### **4. Who We Might Share Your Data With**

We may share your personal data with other organisations in the following circumstances:

- If the law or a public authority says we must share the personal data;

- If we need to share personal data in order to establish, exercise or defend our legal rights

## **5. Transfers of Personal Data Out of the UK**

We do not make personal data transfers out of the UK as part of our business but please note there may be instances in the future where we may need to transfer data from the UK to other countries in the EEA, adequate country or to a third country which does not have the same or similarly-strict data protection laws as the UK.

## **6. Links**

This website contains links to other websites (for example our social media sites), which are clearly marked as such. Please note that we have no control over external websites and are not responsible for the protection and privacy of any information which you may provide to them. Please refer to a website's privacy policy when using it.

## **7. Cookies**

This website uses cookies only. Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies. Website users may decline the use of other cookies, such as those used to analyse web traffic and optimise user experience.

## **8. Your rights over your information**

### **8.1. Right to Access Your Personal Information**

You have the right to access the personal information that we hold about you in many circumstances, by making a request. This is sometimes termed 'Data Subject Access Request'. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within 30 days from when your identity has been confirmed.

We would ask for proof of identity and sufficient information about your interactions with us that we can locate your personal information.

If you would like to exercise this right, please contact us as set out below.

## 8.2. Right to Correction of Your Personal Information

If any of the personal information we hold about you is inaccurate, incomplete or out of date, you may ask us to correct it.

If you would like to exercise this right, please contact us as set out below.

## 8.3. Right to Stop or Limit Our Processing of Your Data

You have the right to object to us processing your personal information for particular purposes, to have your information deleted if we are keeping it too long or have its processing restricted in certain circumstances. If you would like to exercise this right, please contact us as set out below.

## 8.4. Right to Erasure

You have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances.

If you would like to exercise this right, please contact us as set out below.

## 8.5. For more information about your privacy rights

The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible to consumers on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them here <https://ico.org.uk/>. If you are based elsewhere within the European Economic Area a list of supervisory authorities can be found here

[https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en)

You can make a complaint to the ICO (or other supervisory authority) at any time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first and we will always do our very best to solve any problems you may have. To make a complaint directly to us, please see our contact details below. You can submit a complaint directly to the ICO via this link <https://ico.org.uk/make-a-complaint/>.

## **9. Data Retention**

We retain personal data for as long as necessary for the uses set out in section 2. If you have any questions or concerns to our data retention practices you can contact us below.

## **10. Giving Your Reviews and Sharing Your Thoughts**

You may be able to share information about us through social networks like LinkedIn (for example, when you 'like', 'share' or review our Services). When doing this, your personal data (e.g. your name, email address, profile photo etc) may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate privacy settings on your social network accounts so you are comfortable with how your information is used and shared on them.

## **11. Security**

Data security is of great importance to us and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

## **12. Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). We recommend that you check this policy regularly to keep up-to-date.

## **13. How to Contact Us**

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this policy, the way your personal information is processed, please contact us by email via: [joe@learnaboutbritain.uk](mailto:joe@learnaboutbritain.uk)

**Policy effective: 27/11/24**