



Privacy Policy

Purpose

To inform individuals how Everyday English Ltd collects, uses, stores, and protects their personal data, and to ensure compliance with UK data protection laws.

Policy Statement

Everyday English Ltd is committed to protecting personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will process personal data lawfully, fairly, and transparently.

Legal Framework

- Data Protection Act 2018
- UK GDPR
- Privacy and Electronic Communications Regulations (PECR) 2003

We will:


- Collect only the personal data necessary for the purposes for which it is processed.
- Use data only for specified and legitimate purposes.
- Keep data accurate and up to date.
- Store personal data securely and protect it from unauthorised access.
- Retain data only for as long as necessary and dispose of it securely.
- Respect the rights of data subjects, including the right to access, rectify, erase, and restrict processing.
- Share personal data only with trusted partners and only where lawful.

Breach of Policy

Any data breach must be reported immediately to the Data Protection Lead and may be reportable to the ICO within 72 hours.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025