



**Website Privacy Notice**

|                        | <b>Name of company</b>                     | <b>Company telephone numbers</b> |
|------------------------|--|----------------------------------|
| <b>Data controller</b> | <b>Nottingham Tutorial College Limited</b> | <b>0115 845 6404</b>             |

**Introduction:**

We are committed to safeguarding the privacy of our website visitors.

This notice applies where we are acting as a data controller with respect to the personal data of our website visitors; in other words, where we determine the purposes and means of the processing of that personal data.

We have appointed a Data Compliance Manager to oversee compliance with this notice. If you have any questions about this notice or about how we handle your personal information, please contact us using the details below.

| <b>Data Compliance Manager</b> |   |
|--------------------------------|---|
| <b>Name</b>                    | <b>Paul Dobinson</b>  |
| <b>Job title</b>               | <b>Business Director</b>  |
| <b>Telephone contact</b>       | <b>0115 845 6404</b>  |
| <b>Email</b>                   | <b>paul@ntc.education</b>   |
| <b>Postal address</b>          | <b>Nottingham Tutorial College, 15 Pelham Road, Nottingham, NG5 1AP</b> |

**The data protection principles:**

Under data protection law, there are six data protection principles that we must comply with. These provide that the personal information we hold about you must be:

- Processed lawfully, fairly and in a transparent manner.
- Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to those purposes.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits your identification for no longer than is necessary for those purposes.
- Processed in a way that ensures appropriate security of the data.

We are responsible for, and must be able to demonstrate, compliance with these data protection principles.

**How we use your personal data:**

In this section we have set out:

- the general categories of personal data that we may process;

- in the case of personal data that we did not obtain directly from you, the source and specific categories of that data;
- the purposes for which we may process personal data; and
- the legal bases of the processing.

We may process data about your use of our website and services ("**usage data**"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths. The source of the usage data is our analytics tracking system. This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is our legitimate interests, namely monitoring and improving our website.

We may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters ("**notification data**"). The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is consent.

We may process your information contained in or relating to any communication that you send to us, and in any communication that we send to you ("**communication data**"). The communication data may include the communication content and metadata associated with the communication. Our website will generate the metadata associated with communications made using the website contact forms. The communication data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely communications with our website visitors and the proper administration of our website and business.

We may process any of your personal data identified in this notice where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

We may process any of your personal data identified in this notice where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.

In addition to the specific purposes for which we may process your personal data set out in this section, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

Please do not supply any other person's personal data to us, unless we prompt you to do so.

#### **Providing your personal data to others:**

We may disclose your personal data to Heartland Care Recruitment Limited and our other affiliated companies from time to time, insofar as reasonably necessary for the purposes, and on the legal bases, set out in this notice.

We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Your personal data held in our website database will be stored on the servers of our hosting services providers. Your personal data may also be stored and processed by our data storage services providers, communications services providers, and freelance consultants.

In addition to the specific disclosures of personal data set out in this section, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

#### **International transfers of your personal data:**

Our services providers include large international businesses offering cloud-based services with facilities around the world, including outside the UK and the EEA. Your personal data may be transferred to such facilities by these providers. However, we will ensure that such transfers will be protected by appropriate safeguards, such as by using the standard data protection clauses adopted or approved by the applicable data protection authorities.

#### **Retaining and deleting personal data:**

This section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

We will retain your personal data as follows:

- usage data will be retained for a period of 36 months following the date of collection;
- notification data will be retained for a period of 36 months following the date that we are instructed to cease sending the notifications (providing that we will retain notification data insofar as necessary to fulfil any request you make to actively suppress notifications); and
- communication data will be retained for a period of 6 months following the date of the relevant communication.

Notwithstanding the other provisions of this section, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

#### **Your rights:**

In this section, we have listed the rights that you have under data protection law. Some of the rights are complex, and the details have not been included here. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

Your principal rights under data protection law are:

- the right to access - you can ask for copies of your personal data;
- the right to rectification - you can ask us to rectify inaccurate personal data and to complete incomplete personal data;
- the right to erasure - you can ask us to erase your personal data;
- the right to restrict processing - you can ask us to restrict the processing of your personal data;
- the right to object to processing - you can object to the processing of your personal data;
- the right to data portability - you can ask that we transfer your personal data to another organisation or to you;
- the right to complain to a supervisory authority - you can complain about our processing of your personal data; and
- the right to withdraw consent - to the extent that the legal basis of our processing of your personal data is consent, you can withdraw that consent.

These rights are subject to certain limitations and exceptions. You can learn more about the rights of data subjects by visiting <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

You may exercise any of your rights in relation to your personal data by written notice to us.

#### **About cookies:**

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies may not contain any information that personally identifies a user, but personal data that we store about you may be linked to the information stored in and obtained from cookies.

#### **Cookies that we use:**

We use many cookies for load balancing and traffic management – in other words, to help efficiently manage traffic to our website.

We also use cookies to facilitate the functioning of the cookie notification and consent mechanism on our website.

#### **Cookies used by our service providers**

We use Google Analytics.

Google Analytics gathers information about the use of our website by means of cookies. The information gathered is used to create reports about the use of our website. You can find out more about Google's use of information by visiting <https://www.google.com/policies/privacy/partners/> and you can review Google's privacy policy at <https://policies.google.com/privacy>.

#### **Managing cookies:**

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- <https://support.google.com/chrome/answer/95647> (Chrome);
- <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- <https://help.opera.com/en/latest/security-and-privacy/> (Opera);
- <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- <https://support.apple.com/en-gb/guide/safari/manage-cookies-and-website-data-sfri11471/mac> (Safari); and
- <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

Blocking all cookies will have a negative impact upon the usability of many websites.

If you block cookies, you will not be able to use all the features on our website.



**NOTTINGHAM**  
TUTORIAL COLLEGE

Nottingham Tutorial College Limited - Privacy Notice for Website Users

**Our company:**

Nottingham Tutorial College Ltd is registered in England and Wales under registration number 7038766, and our registered office is at 15 Pelham Road, Nottingham, United Kingdom, NG5 1AP. Our data protection registration number is Z2253516.