

Articulacy Privacy policy

This privacy policy explains how we use any personal information we collect about you when you use this website and work with us.

Articulacy UK Ltd is registered at Companies House as a Public Limited Company. We design and deliver training workshops and English Speaking Board qualifications. For General Data Protection Regulation (GDPR) purposes, Articulacy UK Ltd is both the data controller and data processor.

What information do we collect about you and how do we use it?

Employees, freelancers or other associates

We collect information about you when you apply to become an employee, freelancer or other associate for Articulacy. If you enter into a contract with us to provide services to and on behalf of Articulacy UK Ltd, we collect and process data to allow both parties to fulfill the contract. Relevant statutory or retention periods will be applied to the retention of this data along with Articulacy's need to process data for academic research or statistical purposes.

Educational Organisations

We collect information about you when you register with us or place a booking for our services. We also process the information you provide us about your learners to carry out our contract with you. In order to do this, we will ask that you have explicit consent to supply us with special personal data as this may be required when applying for reasonable adjustment for the examining body.

We also collect information when you voluntarily complete feedback surveys or send us feedback via email. Relevant statutory or regulatory retention periods will be applied to the retention of this data along with Articulacy's need to process data for academic research or statistical purposes.

Corporate Organisations

We collect information about you when you register with us or place a booking for our services. We also process the information you provide us about the delegates to carry out our contract with you. In order to do this, we may ask that you have explicit consent to supply us with special personal data if it is likely to be relevant to the effectiveness of our work with you.

We also collect information when you voluntarily complete feedback surveys or send us feedback via email. Relevant statutory or regulatory retention periods will be applied to the retention of this data along with Articulacy's need to process data research or statistical purposes.

Partner Organisations

We collect information about you when you partner and/or collaborate with us. We will process the information you provide us about your staff or learners to carry out our contract with you. In order to do this, we will ask that you have explicit consent to supply us with special personal data as this may be required when applying for reasonable adjustment for the examining body.

We also collect information when you voluntarily complete feedback surveys or send us feedback via email. Relevant statutory or regulatory retention periods will be applied to the retention of this data along with Articulacy's need to process data research or statistical purposes.



Teaching the Art of Natural Communication...

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www.articulacy.co.uk - admin@articulacy.co.uk

How do we further use information about you?

Marketing:

With your consent, we may also email you about other products and services that we think may be of interest to you. If you have consented to receive these communications/marketing from us, you may opt out at a time of your choosing.

You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email admin@articulacy.co.uk. Articulacy UK Ltd will not share your information for marketing purposes with any other organisation or entity.

Correction and access to your information:

Anyone (either individual or organisation), has the responsibility to update Articulacy with their information to ensure that any personal information they provide us is correct.

Anyone for whom we hold personal information has the right to see the information that we hold or correct personal information if they do not have access to it by contacting admin@articulacy.co.uk

Right to erasure of personal information:

You have the right to request that your personal information is erased. Articulacy will respond to the request outlining the impact this would have on contracts you may have entered into with Articulacy, and their status should the information be erased. You will then be asked to confirm that you still wish to go ahead. Should your personal data be required in order for Articulacy to fulfil regulatory or statutory responsibilities, you will be advised before confirming the erasure.

Cookies:

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

For further information

Visit www.aboutcookies.org or www.allaboutcookies.org

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

Other Websites:

This Privacy Policy only applies to Articulacy UK Ltd. Please read the privacy notices when you follow links to other sites.

Changes to our privacy policy:

We review all of our policies on a regular basis and this page will be updated should we update this policy. This privacy policy was last updated 2nd May 2018



How to contact us:

Please contact us if you have any questions regarding Articulacy's handling of personal data.

If you wish to make a complaint about our processing of your personal data please refer to our complaints policy.

For further information please contact admin@articulacy.co.uk.

This policy was last reviewed by Articulacy on 28th August 2018



Signed on behalf of Articulacy

Print name here

Leanne Fennell

Date

28th August 2018



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www.articulacy.co.uk - admin@articulacy.co.uk