

# Privacy Policy

This privacy policy explains how Corndel Limited of 315 Highgate Studios, 53-79 Highgate Road, London, NW5 1TL, company number 10369857 ('Corndel', 'We', 'Us'), uses information about current and prospective customers and students.

## Our Privacy Policy explains:

- What information do we collect about you?
- How will we use the information about you?
- Access to your information, correction and deletion
- Sharing your personal data
- Cookies
- Changes to our privacy policy
- How to contact us

We have tried to keep it as simple as possible, but if you're not familiar with terms, or if you have any questions, please contact us.

## What information do we hold about you?

### Students

We collect information about you when you enrol on a programme. This includes your full name, contact details, date of birth, and National Insurance number.

We also collect information when you participate in learning activities, and when you provide feedback.

### Customers

We hold information that you have provided to us directly via our website, via direct contact with one of our employees or associates, or via one of our partners such as an event management company (if you have provided consent for them to pass on your details to Corndel).

This can include your full name, job title, business email and postal addresses and business phone numbers.

We also collect information when you buy our services, and when you provide feedback.

## How will we use the information about you?

### Students

We only collect what is needed for the delivery and for funding and auditing purposes of the programme you are enrolling on.

This information helps us to tailor our programmes to suit your learning needs, to evidence the training you have received, and to demonstrate to auditors and qualification awarding bodies that compliance and quality requirements are met.

To deliver this contract, Corndel will need to provide your data to a limited number of organisations involved in the delivery of an apprenticeship, such as its technology suppliers, the Education & Skills Funding Agency, Ofsted and the relevant qualification awarding bodies.

We are required by the Education and Skills Funding Agency to retain your personal information for 10 years for auditing and funding purposes. This is stored securely and fully deleted from our systems once this time has passed.

Corndel will not use or share your information for marketing purposes.

## Customers

We only use the information to contact you about Corndel's training programmes, products, events and seminars that may be relevant to your business.

Your information may be shared with a limited number of organisations such as our technology suppliers MWS Technology, Microsoft and Nutshell.

If you buy our services or products we will only use your information to carry out the requirements of the contract. In some cases, we will need to provide your data to a limited number of organisations involved in the delivery of an apprenticeship, such as our technology suppliers, the Education & Skills Funding Agency, Ofsted and the relevant qualification awarding bodies.

We are required by the Education and Skills Funding Agency to retain your information for 10 years for auditing and funding purposes. This is stored securely and fully deleted from our systems once this time has passed.

## Access to your information, correction and deletion

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email or write to us at the address below.

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.

You can unsubscribe from our mailing lists at any time by selecting the unsubscribe option at the bottom of any email communication or contacting us on the email or phone number below. Your information will be removed from all mailing lists but will be held on a secured suppression list so that we can check against this before mailing out to any newly obtained contact lists.

For students who have started one of our programmes, we will not be able to remove your data for 10 years due to contractual, auditing and compliance purposes.

## Sharing your personal data

We may need to share your personal data with our employees, agencies, suppliers (including any intermediaries or other product providers involved in the delivery of your training) in order to deliver and administer your training.

We would also use your personal data in any legal proceedings. We are required by law to disclose your personal data to law enforcement agencies in connection with any investigation to prevent unlawful activity.

We will never disclose your personal data to any third parties for the purposes of marketing, nor will we transfer the information to another country.

## Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://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. However, in a few cases some of our website features may not function as a result.

## Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page.

This privacy policy was last updated in **May 2019**.

## How to contact us:

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

**By email:** [info@corndel.com](mailto:info@corndel.com)

**By phone:** 020 8102 9040

**By post:** Data Privacy Officer, Corndel Ltd, 315 Highgate Studios, 53-79 Highgate Road, London, NW5 1TL

020 8102 9040

[info@corndel.com](mailto:info@corndel.com)

[www.corndel.com](http://www.corndel.com)

Registered in England & Wales

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