

Introduction

I understand that your privacy is important to you and that you care about how your personal data is used. I respect and value the privacy of my contacts and will only collect personal data in ways described below and linked with your rights under the law.

Information about me

Julie Sargent Education Consultancy Ltd.

Limited Company registered in England under company number 10165444

Registered address: 46 Rose Avenue, Abingdon, Oxford, OX14 1XX

Email: julie@innovateducation.co.uk

Telephone number: 07712 775574

Collecting Personal Information

I may collect, store and use the following kinds of personal information:

- Information that you provide to me when subscribing to my website, including your email address
- Information that you provide to me when you request a service
- Information I obtain via the means of telephone conversation with you
- Information I obtain from a third party (an organisation that has commissioned support on your behalf)

Using and Disclosing Personal Information

Personal information I collect will be used for the purpose it was provided, such as:

- Enable me to complete requested work
- Send booking confirmations, invoices, payment reminders to you
- Communicating with you about the services requested either by email or telephone
- Provide third parties (as above) with information relevant to the commissioned support
- Send you regular updates and CPD offers if you subscribe to the website or have a legitimate interest
- **Except as outlined in this policy, I will not provide or sell your personal information to third parties**

Security of Personal Information

I will always take care of the personal information that I collect, store and share by:

- Taking all reasonable precautions to prevent the loss, misuse or alteration of your personal information
- Ensuring all ICT systems and online storage is password protected
- Ensuring any hard copies of documents with sensitive information is secured in a lockable storage container and only held until work is completed
- I will store this as long as there is a legitimate working reason to hold the information

Your rights

You have the following rights when you give us your personal information:

- To request details of any personal information I hold on you and/or your organisation
- To request details of what personal information has been shared with commissioning organisations
- To instruct me to no longer hold any personal information or opt-out of direct communications. I will delete/destroy it as quickly as possible.

ICO Registration

I am a data controller. You can find more information at the ICO: www.ico.org.uk

Julie Sargent Education Consultancy Ltd. Registered office: 46 Rose Avenue, Abingdon, Oxford, OX14 1X

Registered with the Information Commissioners Office No. (tbc)

Tel no: 07712 775574 Website: www.innovateducation.co.uk

If you change your mind

To contact me about anything to do with your personal data and data protection, including to make a subject access request, please email julie@innovateducation.co.uk

If you have a complaint

If you have any cause for complaint about my use of your personal data. You have the right to lodge a complaint with the Information Commission Officer at www.ico.org.uk