

## Privacy Policy

MN Education LTD is committed to protecting your personal data. This policy explains how and why we use your personal data to make sure you remain informed and in control of your information.

MN Education LTD will ask you to “opt-in” or “opt-out” to receive information about our courses. This means you’ll have the choice as to whether you want to receive these messages.

You can choose not to receive information or change how we contact you at any time. If you would like to, please let us know by:

Emailing: [info@mn-education.co.uk](mailto:info@mn-education.co.uk)

Writing to us at our company address:

MN Education LTD, Coventry Chamber, 1-3 Coventry Road, Ilford, Essex, England, IG1 4QR, UK.

Telephone: +44 2038784600 (Mon to Fri: 11 am - 6pm, Sat and Sun: Closed)

We will **never** sell your personal data. We may share personal data with other organisations who we work with to provide the service to you. However, these activities will be carried out under contracts which have strict requirements to keep your information confidential and secure.

## About Us

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you) will be collected and used by MN Education LTD which is a private limited company with Company No: 13347472.

For the purposes of data protection law, MN Education LTD will be the Data Controller.

## What information do we collect?

### Personal data you give to us

We collect data you give to us. For example:

- Personal details (name, date of birth, email, address, telephone, education details etc.)

## Information created by your involvement with MN Education Limited

Your activities and involvement with MN Education LTD create additional personal data, for example, information about your education progress and qualifications.

We may analyse your personal data to build a profile which helps us decide which of our communications you might be interested in.

## **Digital Marketing Service Providers**

We periodically appoint digital marketing agents to conduct business to business marketing activity on our behalf and such activity may result in the compliant processing of personal information. This includes contacting individuals within organisations which may be interested in the services MN Education LTD has to offer.

## **Sensitive personal data**

We may collect or store data known as sensitive personal data (such as information relating to additional learning needs or ethnicity). We will do this where we have been asked to do so by official Government agencies or where the information is needed for the assessment of additional educational support needs.

If we do this, we'll take extra care to ensure your personal data is protected.

## **Administration**

We use personal data for administrative purposes. This includes:

- Maintaining databases of our applicants and their educational progress
- Performing our obligations under various ontracts
- Helping us respect your choices and preferences (e.g. if you ask not to receive marketing material, we'll keep a record of this).

## **Marketing**

We use personal data to communicate with people and to promote MN Limited. This includes keeping you up to date with our news and offerings.

## **Research and Analysis**

We may carry out research and analysis on the data we hold to understand behaviour and responses and identify patterns and trends.

We evaluate, categorise and profile personal data to tailor services and communications we send out (including targeted advertising) and to prevent unwanted material from being sent to you.

## **Disclosing and sharing data**

We will **never** sell your personal data. If you have opted-in to marketing, we may contact you with information about further opportunities in education.

We may share personal data with other organisations who provide us with services. For example, we may use an IT supplier to process personal data. However, these activities will be carried out under contracts which have strict requirements to keep your information confidential and secure.

## **Marketing**

MN Education LTD will ask its learners and contacts to “opt-in” for marketing communications. This means you’ll have the choice as to whether you want to receive these messages.

### **How do we protect personal data?**

We use a variety of physical and technical methods to keep your data safe and to prevent unauthorized access or sharing of your personal information.

Electronic data and databases are stored on secure computer systems, and we control who has access to information using both physical and electronic means.

Our employees receive data protection training, and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data.

### **Storage of personal data**

MN education operations are based in the UK, and we store our data primarily within the European Economic Area (EEA).

MN Education LTD will occasionally use services outside of the EEA to process personal data, but only where the service ensures an adequate level of protection and where appropriate safeguards have been provided.

### **How long does MN Education LTD Keep information for?**

We will only use and store information for as long as it is needed for the purposes it was collected for. How long we keep information depends on the information and what it’s used for. For example, if you ask us not to send you marketing emails, we will stop storing your emails for marketing purposes (though we’ll keep a record of your preference not to be emailed).

We continually review what information we hold and delete what is no longer required. We never store payment card information.

### **How do we ensure that you remain in control of your data?**

We want to ensure you remain in control of your personal data and that you understand your legal rights which include:

- The right to ask and be told whether we have your personal data and, if we do to obtain a copy of the personal data we hold (this is known as a subject access request)
- The right to have your data deleted (though this will not apply where it is necessary for us to continue to use the data to administer your training course or apprenticeship.
- The right to have incorrect data amended.
- The right to object to your data being used for marketing purposes or profiling.

## **Complaints**

You can complain to MN Education LTD directly by contacting our Data Protection Officer using the contact details set out above.

If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk).

## **Cookie and links to other websites**

### **Links to other websites**

Our website may contain hyperlinks to many other websites. We are not responsible for the content or functionality of any of those external websites (but please let us know if a link is not working by using the 'Contact us' link at the top of the web page).

If an external website requests personal information from you, the information you provide will not be covered by the MN Education privacy policy. We suggest you read the privacy policy of any website before providing any personal information.

### **Changes to this privacy policy**

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

**This Privacy Policy was last updated on 16/02/2024**