

# Privacy Policy

This privacy policy sets out how Teacher Training UK uses and protects any information that you give us.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this document and an up to date copy of this policy can be found on our website.

## What we collect

We may collect the following information:

- name and job title;
- contact information including email address and telephone number;
- demographic information such as postcode, preferences and interests; and
- other information relevant to your application to Teacher Training UK

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping;
- Registration and communications with our awarding body and the Education and Training Foundation.
- We may use the information to improve our products and services;
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided; (if this is not acceptable to you, please inform us via e-mail – [info@teachertraininguk.org](mailto:info@teachertraininguk.org)) and
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or post. If you wish to stop receiving any communications from us, then this will be respected swiftly following the receipt of an email request.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

All personal data is held within our encrypted bespoke database and we never share your information with anyone.

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. You can also switch cookies off by using the tool located in the bottom left of the window.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998/GDPR Regulations. If you would like a copy of the information held on you please write to:

Innovation Centre Medway Maidstone Road  
Chatham  
Kent

ME5 9FD  
or email [info@teachertraininguk.org](mailto:info@teachertraininguk.org)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

## What are you doing with my data?

As part of your registration onto one of our courses it will be necessary for us to register you with our awarding body, currently Training Qualifications UK and the Education and Training Foundation. This will involve the provision of your personal details including your name, date of birth, address and details of your qualifications. We will not share your data with any other persons or corporations other than our awarding body and the Education and Training Foundation.

## Review of the policy

Teacher Training UK will review the policy annually and revise it as and when required in response to customer feedback, changes in practices, actions required by TQUK or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly.