

## PRIVACY POLICY

### Wrights Academy Privacy Policy

This Privacy Notice (“Notice”) sets out what personal information Wrights Academy LTD (“Wrights Academy”, “We”, “us”, “our”) collects and how that information is processed when you visit the websites located at [www.wrightacademy.com](http://www.wrightacademy.com) (“Sites”) and/or the services provided from the Sites (“Services”).

This Privacy Notice describes, in a clear and accessible way, how Wrights Academy complies with data protection legislation. This includes the purposes and legal basis for each type of processing, any transfers or third party recipients of personal information, and the timescales for storing and processing them. This Policy also outlines your rights and obligations regarding data protection.

This Privacy Notice applies to all applicants, students, alumni, subscribers and anyone else about whom Wrights Academy may have reasons to collect and process data, including personal information, either online and/ or offline.

Wrights Academy is committed to protecting and respecting your privacy. We only collect personal information necessary to provide the services that you requested, the use of your personal information will not be excessive and we take reasonable security measures to protect it. If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw it at any time. We do not sell your personal data to third parties under any circumstances or use your personal information to carry out any wholly automated decision-making that affects you.

This Statement applies only to this website. For example, it does not apply to banners, advertisements or promotions we may sponsor or participate in on websites owned by third parties. Other websites linking to or from this website may have different policies and we are not responsible for the privacy practices of such other sites. You should read any other applicable privacy policies carefully before using other websites.

### 2. WHAT IS ‘PERSONAL INFORMATION’?

‘Personal information’ refers to any information which relates to or identifies you as an individual (“Data subject”) of which the following are examples: names, photographs, addresses, phone numbers, emails, IP addresses, payment details, social media account ID, screen name/ nickname, passport details, browser and device information, server log file information and information collected through cookies.

### 3. YOUR RIGHTS AND OBLIGATIONS

You have the following rights (all of which are qualified in different ways) under Data Protection law:

to be informed about how your personal information is being used

to access the personal information, we hold about you

to request the correction of inaccurate personal information we hold about you

to request we delete your personal information, or stop processing/ collecting it

to withdraw consent to receiving marketing communications from us

to request we transfer or port elements of your data either to you or another service provider

to complain to your data protection regulator, which the UK is the ICO

to request information about the reasoning behind any automated decision

It is also your responsibility to ensure the information about you that is held by Wrights Academy is correct and up-to-date. Please keep us informed of any changes to your personal information by writing to us, or if you have an account with us, by logging into your account to edit your profile.

#### 4. WHEN DO WE COLLECT INFORMATION FROM YOU

Information is crucial to ensuring we can understand, tailor, and deliver the best services to you. It helps us operate as efficiently as possible and to make sure our interactions with you are timely and relevant to you. To do this, we may collect information about you when you:

visit our website

subscribe to our newsletter

participate in our competitions

register for an event hosted by us

Enrol on a course

enquire about a course

engage with us on social media

#### 5. WHAT IF I AM UNDER 18?

For the protection of children's privacy, we require parental consent from users who are under the age of 16, who wish to enquire and/ or enrol our courses. If we become aware that a child under 16 has provided us with personal information, we will request a parental consent otherwise we will take steps to delete such information.

If you are over the age of 16 but under the age of 18, you should review the terms of this Privacy Policy with your parent or guardian to make sure you both understand them.

#### 5.INTERNATIONAL TRANSFER

Wrights Academy uses external providers to process, store and back-up our data. We also use cloud data storage. By default, data is stored at data centres located in the UK or the EU but in exceptional circumstances data may be processed at data centre outside UK/ EU. Your personal information will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards, such as the EU-US Privacy Shield, are in place to protect your personal information.

#### 6. HOW CAN I ACCESS MY INFORMATION

You have the right, subject to certain exemptions, to access a copy of your personal information that is held by Wrights Academy by submitting a request (commonly known as a 'subject access request').

If you wish to make a subject access request, please email [hello@wrightsacademy.com](mailto:hello@wrightsacademy.com)

On receipt of your request, payment of fee (if applicable), verification of your identity, and sufficient details to enable us to locate the information, Wrights Academy is obliged to respond within 40 calendar days. The information will be supplied subject to any applicable exemptions. The data will be provided as of the date of receipt of your request.

## 7. HOW TO CHANGE THE WAY WE CONTACT YOU

You have the right to stop receiving marketing communications from us if you wish, you can do so at any time by emailing [hello@wrightsacademy.com](mailto:hello@wrightsacademy.com) to request your details be removed from our marketing service.

## 8. Cookie Policy

A "cookie" is a small amount of data sent from the server and stored on your computer's hard drive. We use 'cookies' while you access the Sites to avoid the need to re-enter details on different occasions. Occasionally, we use session recording or click tracking software (e.g. Google Analytics) to understand how you interact with our websites, for example by scrolling the page, or clicking your mouse on a particular link.

The information is used for analysing sites activities and generating insights to allows us to improve your online experience. Examples include:

enabling our service to recognise your device so that you don't have to give the same information several times during one task

recognising that you may already have given a username and password so that you don't need to do it for every web page requested

measuring how many people are using services, to make the services easier to use and to ensure sufficient capacity for quick delivery to your web browser

adding new features or removing element that make the website difficult to use

informing the choice of words and images that appear on the site to improve responses to our campaigns

informing future changes to website design and functionality

Depending on the type of device you're using and settings, it may supply us with additional information about the device type, your operating system, and details associated with this. Only your interaction with our website is captured and we receive no information about other sites you may view.

Most web browsers are automatically set up to accept cookies, but you can set your browser to refuse cookies or ask your browser to show you where a cookie has been set up. Please note that certain features of the Sites are only activated by the presence of a cookie and if you choose to refuse cookies these features may not be available to you. All modern browsers

allow you to change your cookie settings. These settings will typically be found in the 'options' or 'preferences' menu of your browser.

Please note that we do not recommend turning cookies off when visiting [www.wrightsacademy.com](http://www.wrightsacademy.com) as this will prevent you from using many of the services on the Sites. For further information about cookies and how to control their use, please visit the following third party educational resources: [www.allaboutcookies.org](http://www.allaboutcookies.org)

If you have any queries about this Privacy Notice or would like to exercise your rights, please contact us at [hello@wrightsacademy.com](mailto:hello@wrightsacademy.com)

The data controller of personal information collected through this website is: Wrights Academy LTD

The Sites, together with all content are owned or controlled by Wrights Academy LTD, with its registered office at 95 Morland Road, CR0 6HA. By visiting the Sites, you are accepting and consenting to the practices described in this Privacy Policy.