LEITHS EDUCATION

LEITHS EDUCATION ONLINE PORTAL - PRIVACY POLICY

Author/reviewer responsible:	Alistair Turner (Director of Partnerships and Development)
Date of last review:	September 2024
Next review date:	March 2025
Lead for review:	Director of Partnerships and Development

LEITHS EDUCATION ONLINE PORTAL - PRIVACY POLICY

1. Introduction

Welcome to the Leiths Education Online Portal (the "Portal"). This Privacy Policy explains how Leiths Education ("we," "us," or "our") collects, uses, and protects your personal information when you use the Portal. We are committed to respecting your privacy and protecting your personal data.

2. Information We Collect

2.1 Personal Information: We may collect personal information, including but not limited to your name, email address, postal address, phone number, and other data you provide when using the Portal.

2.2 Usage Data: We may collect information about how you use the Portal, including your IP address, browser type, operating system, and pages you visit.

2.3 Cookies: We may use cookies and similar technologies to collect data about your browsing habits and improve your experience on the Portal. You can manage your cookie preferences through your browser settings.

3. How We Use Your Information

3.1 Providing Services: We may use your personal information to provide and improve the services offered on the Portal, including user account management and communication.

3.2 Communications: We may use your contact information to send you updates, newsletters, promotional materials, and respond to your inquiries.

3.3 Legal Obligations: We may process your data to comply with legal obligations, such as tax or regulatory requirements.

4. Data Sharing

4.1 Third-Party Service Providers: We may share your information with trusted third-party service providers who assist us in operating the Portal, including hosting, payment processing, and analytics services.

4.2 Legal Compliance: We may disclose your data if required to do so by law or in response to valid requests by public authorities.

4.3 Business Transfers: In the event of a merger, acquisition, or sale of all or part of our assets, your data may be transferred to the acquiring entity.

5. Data Security

5.1 Security Measures: We implement appropriate security measures to protect your data from unauthorized access, disclosure, alteration, or destruction.

6. Your Choices

6.1 Access and Updates: You have the right to access, update, or delete your personal information. You can do so by contacting us at [Contact Email].

6.2 Marketing Communications: You can opt out of receiving marketing communications from us by following the unsubscribe instructions in the email or contacting us.

7. **Children's Privacy**

7.1 Minors: The Portal is not intended for individuals under the age of 18. We do not knowingly collect personal information from minors. If you believe a minor has provided us with their data, please contact us, and we will take steps to remove their information.

8. **Changes to this Privacy Policy**

8.1 Updates: We may update this Privacy Policy to reflect changes to our data practices. We will notify you of any material changes by posting the updated Privacy Policy on the Portal.

9. **Contact Us**

9.1 Questions: If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at: Leiths Education – enquiries@leiths.com

10. **Governing Law**

10.1 Governing Law: This Privacy Policy shall be governed by and construed in accordance with the laws of the United Kingdom.

By using the Leiths Education Online Portal, you consent to the practices described in this Privacy Policy.