

# Privacy Policy

## Growth Learning Ltd Privacy Policy

### Our contact details

**Name:** Growth Learning Ltd

**Address:** Forest House Office, 3 – 5 Horndean Road, Bracknell, Berkshire, RG12 0XQUK

**Phone Number:** 0777 3131729

**E-mail:** [info@growthlearning.com](mailto:info@growthlearning.com)

**Data Protection Officer:** Geraldine Locke

### What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

### How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To register you for an event or workshop
- To send you an order confirmation and further details about an event or meeting
- To keep you updated, provided you have consented to, of our latest news, future events or other interesting business Growth Learning can offer.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

1. Your consent. You are able to remove your consent at any time. You can do this by contacting Geraldine Locke at the address above
2. We have a contractual obligation.
3. We have a legal obligation.

# What we do with the information we have

We use the information that you have given us in order to

- To register you for an event or workshop
- To send you an order confirmation and further details about an event or meeting
- To keep you updated, provided you have consented to, of our latest news, future events or other interesting business Growth Learning can offer.

We do not share this information with anyone except with your explicit permission.

## How we store your information

Your information is securely stored at our place of work on paper, in emails and occasionally electronically in documents. We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

We will continue to process your information under this basis until you withdraw your consent, or it is determined your consent no longer exists. We will then securely dispose of your information.

## Your data protection rights

Under data protection law, you have rights including:

- Your right of access – You have the right to ask us for copies of your personal information.
- Your right to rectification – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing – You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing – You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@growthlearning.com](mailto:info@growthlearning.com) if you wish to make a request.

# How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113

Growth Learning Ltd

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