

London Tutorial College Privacy Policy

This privacy policy will explain how the London Tutorial College Ltd uses the personal data collected from you when you use our websites: www.londontutorialcollege.com and www.londontutorialcollege.co.uk. Topics included:

- a. What data do we collect?
- b. How do we collect your data?
- c. How will we use your data?
- d. How do we store your data?
- e. What are your data protection rights?
- f. What are cookies?
- g. How do we use cookies?
- h. What type of cookies do we use?
- i. How to manage your cookies
- j. Privacy policy of other websites
- k. Changes to our privacy policy
- l. How to contact us

a. What data do we collect?

Our company collects the following personal identification information:

- names
- email address
- gender
- phone number
- address
- date of birth
- nationality

b. How do we collect our data?

You directly provide the London Tutorial College with most of the data we collect.

We collect and process data when you:

- fill in a contact us form
- fill in an information request form

How do we use your data?

The London Tutorial College collects your data so that we can:

- process your enquiry
- email you with offers on other services we think you might find useful

c. How do we store your data?

Our company securely stores your data in the cloud accounts of London Tutorial College which used features to keep your information safe such as two-factor authentication, encryption of files at rest, alerts when new device and apps are linked. They deploy automated technologies to detect abusive behaviour and content that may harm theirs or our services, you or other users.

The London Tutorial College will securely store your data for a three year period. Once this time period has expired, we will delete your data by erasing it from our computers.

d. What are your data protection rights?

The London Tutorial College would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- The right to access – you have the right to request the London Tutorial College for copies of your personal data.
- The right to rectification – you have the right to request that the London Tutorial College correct any information you believe is inaccurate. You also have the right to request the London Tutorial College to complete information you believe is incomplete.
- The right to erasure – you have the right to request the London Tutorial College erase your personal data, under certain conditions.
- The right to restrict processing – you have the right to object to the London Tutorial College’s processing of your personal data, under certain conditions.
- The right to data portability – you have the right to request that the London Tutorial College transfer the data that we have collected to another organization or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us on 0208390881 or write to us at admissions@londontutorialcollege.com

e. What are cookies?

Cookies are text files placed on your computer to collect standard internet log in information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

f. How do we use cookies?

The London Tutorial College uses cookies in a range of ways to improve your experience on our website, including:

- keeping you signed in
- understanding how you use our website

g. What type of cookies do we use?

There are several different types of cookies our website uses:

- functionality
- advertising

h. How to manage cookies

You can set your browser not to accept cookies. You can find the cookies in your browser settings.

i. Privacy policy of other websites

The London Tutorial College website contains links to other websites. Our privacy policy applies to our website, so if you click on a link to another website you should read their privacy policy.

j. Changes to our privacy policy

The London Tutorial College keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on the 3rd of October 2019.

k. How to contact us

If you have any questions about the London Tutorial College’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

email: admissions@londontutorialcollege.com

phone: 02083908810