

## Policy: Privacy Policy & Terms of Use

### Introduction:

# INTEQUAL

Intequal care deeply about your privacy. For this reason, we collect and use personal data only for the purpose of us delivering a service to you, the “customer”.

Our Privacy Policy will describe to you what data we collect, and why we use your personal data. It also describes your rights, for example to access, corrects and deletion. At Intequal we ensure that you are able to take control of your personal data that we process. If you have any questions regarding your data or this policy, please email [dataprotection@intequal.co.uk](mailto:dataprotection@intequal.co.uk).

The IT Skills Management Company t.a. Intequal (“Intequal”, “we”, “our” or “us”) is the controller for the personal information that we process.

- Visit any of our website, portals or online learning environments (the “Website”);
- Use of educational services, testing, certification or products (“Services”).

There are many ways you can contact us, including by phone, email, and live chat on our website.

Telephone: 0121 314 4506 / 023 92982490

Email: [enquiries@intequal.co.uk](mailto:enquiries@intequal.co.uk)

Our Data Protection Officer is Abbie Hellyer whom can be contacted using the following details:

Emails: [dataprotection@intequal.co.uk](mailto:dataprotection@intequal.co.uk)

Telephone on 07375917560.

## **The information we collect:**

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

- You have made an enquiry or application using our online forms, or logging in to access our services, or signed-up to receive vacancy notifications.
- You have attended an event and provided us with your information.
- You have subscribed to our marketing emails.
- You have applied for an apprenticeship with us.
- You have applied for a job with us.
- You are representing your organisation.
- You chose to provide us with information when you used our website or accessed our Services.
- You contacted us for any reason, including by email, postal mail, telephone, online chat, or text.
- When you used our services.

By submitting information to us you consent to the use of that information as set out in this Privacy Policy.

We may also receive personal information indirectly through third party sources, such as your employer, if you enrol onto an apprenticeship with us. We may collect personal information from other third parties but will only do so where third parties have consent or are otherwise legally

permitted or required to disclose your personal information to us. We only collect the minimum level of information required from these third parties to enable us to deliver the required service or process any application made. We only use information sent to us by third parties in the ways set out in this Privacy Policy.

## **The use of your information:**

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition to this, we may use your information for the following reasons:

- To provide you with services or information you request from us, this includes, but is not limited to our apprenticeship and commercial services.
- To provide information on other Intequal products and services that we feel may be of interest to you. This is done in accordance with your communication and consent preferences.
- To meet our contractual obligations to you.
- To act on behalf where third-party involvement is appropriate – for example through a third-party specialist training provider or awarding body.
- To obtain additional personal information used to secure funding or satisfy legal or Government scheme requirements.
- To monitor and analyse trends, usage, and activities in connection with our Websites/Services; and as necessary to prevent or detect crime.

In general, we will use information we collect from you only for the purposes described in this Privacy Policy or for purposes that we explain to you at the time of data collection. However, we may also use personal information for other purposes we have disclosed to you (such as statistical purposes) if and where permitted by applicable data protection laws.

If you do not wish for us to use your data for any marketing purposes, you will have the opportunity to withhold your consent to this at any time.

As a part of Intequal's statutory and corporate functions we do process special category data, also known as sensitive personal information. Examples of this include health related information, or information about your race or ethnicity, which we need for statutory registration/reporting purposes, and to ensure that we can provide you with the necessary duty of care. Please read our policy about this: Processing Special Category Data.

## **Storing and Retaining your Information:**

The personal information you provide us with is stored within secure servers. We use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

Please note that the transmission of information via the internet (including email) is not completely secure and therefore, although we endeavour to protect the personal information you provide to us, we cannot guarantee the security of data sent to us electronically and the transmission of such data is therefore entirely at your own risk. We only retain information from you where we have an

ongoing legitimate interest or contractual agreement to do so. For example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements. Data will be stored securely for a maximum of 7 years to comply with our contractual obligations.

## Disclosing Your Information

We may disclose your personal information, if we have the contractual obligation or legitimate interest, to any company within our corporate group. This includes, where applicable, our subsidiaries.

We may also disclose your personal information with:

- Third party service providers and partners who provide data processing services to us. For example, to support the delivery of Services, or who otherwise process personal information for purposes that are described in this Privacy Policy
- Third party funders, where required within Apprenticeships or further/higher education
- Your employer, where required within an Apprenticeship programme/Higher Education programme; or other
- Government agencies, where required by the scheme or education path you elect to follow
- Partners with whom we work to provide Services (such as course vendors, examination bodies and trainers)
- Any third party in connection with, or during negotiations of, any merger, sales of company assets, financing or acquisition of all or a portion of our business by another company
- Any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party
- Any other person with your consent to the disclosure

Where you are a customer or prospective customer, we may disclose your data to third parties for our marketing purposes so that we can identify products and services we think you will be interested in. Personal data used in this way may include contact details such as name, address, phone number, and email address. When sharing with third party marketing organisations, your data may be processed in countries inside or outside of the EU. This will only be completed with your consent and all third parties must follow the relevant data protection laws.

## Third Party Links

You might find links to third party websites on our Websites or within documentation we provide.

If you access other websites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their own privacy policies which you should review.

We do not accept any responsibility or liability for their policies or procedures.

## Social Networking



The Website may offer you the opportunity to share or follow information about us (or the Website or our Services) using third party social networking functionality (such as through "share this", "like" or "follow" buttons).

We offer this functionality in order to generate interest in us, the Website and our Services among the members of your social networks, and to permit you to share and follow opinions, news and recommendations about us with your friends. However, you should be aware that sharing personal or non-personal information with a social network may result in that information being collected by the social network provider or result in that information being made publicly available, including through Internet search engines.

Please note that we do not exercise, endorse or control the policies or practices of any third-party social network whose functionality you may access through the Website.

You should always read the Privacy Policy of any social network through which you share information carefully in order to understand their specific privacy and information usage practices.

### **Cookies and Other Digital Tracking Technologies:**

#### [What are cookies?](#)

A cookie is a small file that is downloaded onto your computer or mobile device when you visit a website. Cookies are commonly used by website owners to make their websites work, or to work more efficiently, as well as providing companies with reporting information.

Cookies set by us are known as "first party cookies". Cookies set by parties other than us are known as "third-party cookies". Third party cookies enable third party features or functionality to be provided on or through the website. For example, advertising, interactive content and analytics. The parties that set these third-party cookies can recognise your computer both when it visits the website in question and when it visits certain other websites.

#### [Why do we use cookies?](#)

This website uses cookies to improve your experience by remembering your preferences, and to gather anonymous analytical information. Some cookies are required for technical reasons allowing our website to operate, and we refer to these as "essential cookies". Other cookies also enable us to track and target the interests of our users to enhance the user experience within our website. For example, we may use third-party cookies such as Google Analytics within our website to monitor how users have landed on our website, and how they navigate it. This is done so that we can see aggregated (not individually identifiable) statistics about which content our users visit most frequently. These statistics do not include any information that can be used to identify any individual.

#### [How can you control cookies?](#)

You have the right to choose whether to accept cookies and to set your own cookie preferences on your computer.

These preferences can be to accept all cookies, to notify you when a cookie is issued, or not to receive cookies at all. However, by opting not to receive cookies at any time, certain features of the website cannot be provided, and you may not be able to enjoy the website to its fullest. Web browsers are often different and to learn how to change your cookie preferences, click the "Help" menu of your browser.

Unless the user's browser has been configured so that it will refuse cookies, our Website will notify the user that the site makes use of cookies and allows the user to customise their browser to configure their preferences.

## What cookies do we use?

Domain	Name	Information
.intequal.co.uk	_ga	Google Analytics uses this cookies name.
.intequal.co.uk	_gid	Google Analytics uses this cookie name
.intequal.co.uk	_gat	Google Analytics uses this cookie name.
.intequal.co.uk	_fbp	--
.facebook.com	Fr	
.intequal.co.uk	_hjIncludedInSample	--
Widget-mediator.zopim.com	AWSALB	--
.intequal.co.uk	__zcmid	--
.intequal.co.uk	_gd1559208709878	--
.intequal.co.uk	-gd1559208709880	--

We use session cookies therefore our cookies have a limited lifetime and are replaced when someone uses the website a second time. Therefore, cookies may only last a day before being replaced.

## Your Rights

Under the latest data protection law, The General Data Protection Regulation (GDPR) 2018, you have the following rights (these may vary depending on the lawful basis for processing your information):

- Your right to **access, rectify, update** or request **erasure** of your personal information. You can do so at any time by contacting us using the details below.
- Your right to **restriction of processing** your personal information, or **object to the processing of personal information** this can be exercised by contacting us using the details below.
- Your right to **data portability**, you can exercise this right by contacting us using the detailed below.
- You also have the right to **opt-out of marketing communications** we send you at any time. To do so press unsubscribe, which can be found at the bottom of all our marketing emails, or by contacting us using the details below.
- Your right to **withdraw your consent**, this can be exercised at any time using the contact details below. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect information that we have to continue processing after your request due to contractual obligation or legitimate interest.

# INTEQUAL

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

For any enquiries relating to your data, please contact us at [dataprotection@intequal.co.uk](mailto:dataprotection@intequal.co.uk) or call 07375917560 if you wish to make a request.

The above rights only apply to the information you have given us. The right only applies if we are processing information based on your consent, or you are in talks about entering into a contract and the processing is automated.

If we are processing your information for criminal law enforcement purposes or under our duty of care to you, your rights are slightly different. Please see the relevant section of the policy.

We work to high standards when it comes to processing your personal information and are regularly audited by regulatory organisations such as ESFA (Education & Skills Funding Agency) and Ofsted. If you do have any questions or concerns, please contact us at [dataprotection@intequal.co.uk](mailto:dataprotection@intequal.co.uk).

## **How we Protect your Information:**

The internet is not a secure medium. However, we have put in place various security procedures as set out in this policy. We take special care to ensure no information is made available to unauthorised people or sites. We also ensure all your information is kept confidential.

## **Sale of Business:**

If this business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers, and will be passed on to the new owners of the business.

## **How to Contact the Data Controller:**

We welcome your views about our website and our privacy policy. If you would like to contact us with any queries, please email [dataprotection@intequal.co.uk](mailto:dataprotection@intequal.co.uk) or via telephone 07375917560.

We keep our Privacy Policy under regular review to make sure it is up to date and accurate.