

OUR PRIVACY POLICY



This is a brief overview of how we collect and manage your personal data, and what control you have over it.

Our commitment to you

We are committed to protecting the privacy and security of your personal data. This information sheet, alongside our full Privacy Notice, explains how we do this.



What is personal data?

Personal data is any kind of information that you can be identified by, for example, your name, date of birth, address, health records, photographs, etc.



What information we collect

We collect personal data such as your name, date of birth, education history, ethnicity, etc. A full list of the data we collect is available in our Privacy Notice. We only collect personal data that we need provide you with education and related services.

Why do we collect this information?

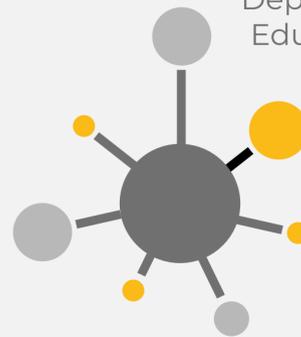
We collect this data in order to provide our services, for equal opportunities monitoring, complying with health and safety law, to assist with queries and for research and planning purposes. Our main lawful basis for these activities is that it is necessary for the performance of a task (providing education), which is carried out in the public interest. We also collect this information in line with our legal and contractual obligations.



Sharing your personal information

To provide you with our services we sometimes need to share your data with third parties, such as technology providers, awarding bodies or the

Department for Education. We will always take appropriate security measures and never let third parties use your personal data for their own purposes. For further information, please see our full Privacy Notice.



How long we take care of your information?

We will only hold your personal data for as long as we need it. We are required to retain different types of data for different periods of time. Please contact the DPO or any member of the Novus team for more information on how long we hold specific data for.

You are always in control

You have several rights in connection with your personal data. For example, you have the right to ask to see what information we hold about you; this is called a Subject Access Request. More information on your individual rights is available on request from the DPO.



Read our full Privacy Notice

If you would like to read our full Privacy Notice, please speak with a member of Novus staff or contact the Novus DPO using the details below.



We're here to help

If you'd like more information about how we handle your personal data, or have any questions, please contact our Data Protection team by emailing dpo@ltegroup.co.uk or by post to DPO, Whitworth House, Ashton Old Road, Manchester M11 2WH

