

# Privacy Notice

## How information about you will be used

Information you provide is collected, securely stored and controlled by Cognition Education UK Ltd, a Limited company (Reg. No. 9209758) of Riverside, Mountbatten Way, Congleton, Cheshire CW12 1DY. We are registered with the Information Commissioner's Office (Reg. No. ZA211766).

We collect this information to enable us to fulfil any contract we hold with you, provide a quality service, monitor the effectiveness of our contracts, safeguard service users, administer staff records, maintain our accounts and records, and to prevent fraud and misuse of public funds. We will usually keep this information during the time of your involvement with our services and usually for a period of up to 6 years afterwards.

The information may include and is not limited to name and contact details, email address, gender, ethnicity, your photo, details of disabilities and medical conditions, financial, education and employment details.

In some circumstances, we may share your personal information with our partner organisations in order to provide you with appropriate services and to monitor outcomes related to our contracts. In some circumstances we may need to share information with statutory bodies if your health or welfare is at risk.

We and our partners will hold this information in confidence and comply with all our responsibilities under the EU General Data Protection Regulation (GDPR) and Data Protection Act 1998 (DPA). By signing up, you agree to these terms. You have a right to withdraw your consent at any time by unsubscribing.

We and our partner organisations would like to send you information about our services and events from time to time by post, by telephone, email, SMS text and social media direct messaging to ensure you get the best from our services. If you agree to being contacted via these channels, please tick the relevant boxes below. Please select all that apply – from a cost saving perspective, your email address and mobile number are the most cost-effective way to make contact- thank you.

- Post
- Email
- Phone
- SMS Text
- Social media

If you would like a copy of our Confidentiality & Data Protection Policy or you wish to raise a complaint, please contact Mel Hilton by emailing <mailto:mhilton@cognitioneducation.com>, phoning 0330 7260160, or writing to the following address: First Floor, Riverside Mountbatten Way, Congleton, Cheshire, CW12 1DY, United Kingdom.

Alternatively, you can find out more about your rights or complain to the Information Commissioner's Office at [ico.org.uk](http://ico.org.uk).