﻿

## Madeleine King Consultancy customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

## Contact details

### Telephone 07966369499

### Email King\_madeleine@hotmail.com

## What information we collect, use, and why

We collect or use the following information **for student education and welfare**:

* Names and contact details for students/children
* Names and contact details for carers
* Date of birth
* Payment details and financial information including transactions
* Exam results and qualifications

We collect or use the following information **for information updates or marketing purposes**:

* Names and contact details
* Marketing preferences

## Lawful bases and data protection rights

Our lawful bases for collecting or using personal information **for student education and welfare** are:

* Consent from you - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time. Please contact King\_madeleine@hotmail.com to remove your details
* Legitimate interests – we’re collecting or using your information because it benefits you, our organization or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

The collection of information is used to help determine career progression for students, I would need to know exam grades and career intentions

## How we store your information

Our lawful bases for collecting or using personal information **for information updates or marketing purposes** are:

* Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
* Legitimate interests – we’re collecting or using your information because it benefits you, our organization or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
	+ The collection of information is used to help determine career progression for students, I would need to know exam grades and career intentions

## Where we get personal information from

* Directly from you
* Parents or carers

## How long we keep information

### You should be aware that no method of transmission over the Internet or method of electronic storage is completely secure. If you send us any personal information by email or via the internet it is important to remember that this can never be guaranteed to be entirely secure and you do so at your own risk.

### Once we receive your information, we make our best efforts to ensure its security on our internal system. We keep your personal information for 2 years unless we are required to keep records longer for insurance or regulatory reasons. We will then dispose your information by removing the information from our electronic devices.

### Others we share personal information with

* Parents and carers

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO.

The ICO’s address:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: [https://www.ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint/)

## Last updated

23 August 2024