PRIVACY POLICY – WIMX LEARNING

WimX Learning is committed to ensuring that your personal information is used properly and is kept securely. This Privacy Policy explains how we will collect and use your personal information.

DATA CONTROLLER

Any personal information that you provide to us is controlled by WimX Learning (a division of Wimbledon Experience Limited) Wimbledon Experience Limited is registered as a data controller with the Information Commissioner under reference: Z3376004. Wimbledon Experience Limited is a company registered in England and Wales with company number **05316897**. Our registered office is at 70 Wharf Road, Brentwood, Essex CM144LQ. If you have any queries about the information we hold about you, please contact Victoria Davies, who you may write to at the above address.

COLLECTION OF YOUR PERSONAL INFORMATION

We may collect information about you in a number of ways. For example, when you visit our website, you may be asked to provide information about yourself, or if you are a learner undertaking classroom based courses or online assessments via our online portals, we will obtain information from you at the point when you sign up to a course. This may include your name, address, telephone number, national insurance number and information about the course(s) you are taking. You may also provide personal information to us when you contact us via the form on our website, or by email, telephone or letter. When you provide personal information to us or we collect personal information from other sources, we will treat that information in accordance with this Privacy Policy.

SHARING OF YOUR PERSONAL INFORMATION

We may share your personal information with third parties in the following ways:

1. We sometimes use agents and service providers to process personal information on our behalf. For example, we may use third parties to send mail and to maintain our IT systems. Where we use agents and service providers to process your personal information, we will ensure that they have adequate security measures in place to safeguard your personal information.
2. We will release your personal information when we are required to do so for legal or regulatory purposes or as part of legal proceedings.
3. If you are a learner, we may share your personal information with your employer, to enable them to monitor your progress.
4. If you are a learner or prospective learner making an application to study a qualification (or where you are an employer submitting an application on behalf of a prospective learner), we may pass your personal information to the further education providers which we have a contract/partnership with to deliver that qualification.

HOW LONG WE STORE YOUR INFORMATION

We will only keep your personal information for as long as we need it after which it will be securely destroyed.

We may need to keep your personal information indefinitely for research and statistical purposes. We will put in place necessary measures to safeguard this information.

ACCESS TO YOUR PERSONAL INFORMATION

You have the right to request a copy of the personal information that we hold about you and to have any inaccuracies corrected. We will ask for confirmation of identity before we disclose any personal information. Please address requests to the Data Protection Officer, Wimbledon Experience Ltd., 70 Wharf Road, Brentwood, Essex CM144LQ

WHO CAN YOU CONTACT IF YOU WISH TO MAKE A COMPLAINT?

In the event that you wish to make a complaint about how your personal data is processed by WimX Learning (or the third parties we work with), please contact us at: Wimbledon Experience Ltd., 70 Wharf Road, Brentwood, Essex CM144LQ

ICO

The supervisory authority in the UK is the Information Commissioner's Office (ICO) and guidance on how to contact them is available online at https://ico.org.uk/concerns/. Alternatively, they can be contacted as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510

UPDATES

We may update this Privacy Policy from time to time. Please ensure that you check the Privacy Notice and Policy on our website regularly for updates.