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## Data Protection Policy

We, Iconis Learning are required to comply with the provisions of the Data Protection Act 1998 in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of your studies with us. We may also collect sensitive personal data relating to you but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you. We may also request further information from third parties or shall disclose your details to other selected third parties, such as ILM, City & Guilds or their regulators or industry bodies. In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data, as required by law to any third parties, and to ILM, City & Guilds who may use your personal data to:

- undertake administration in relation to the qualification for which you are registered including providing you with a certificate on successful completion of your qualification or specified units of it;
- contact you directly in relation to ILM studying membership, centre approval or qualifications and/or quality control purposes undertaken by ILM for the qualifications for which the learner is registered;
- inform you of products or services offered by ILM or City & Guilds;
- disclose and publish your details in directories which may contain information about Iconis Learning;
- disclose to ILM's regulators where so required;
- disclose to relevant industry bodies where so required by law;
- carry out statistical analysis on an anonymised basis;
- disclose your personal details to third parties for the purposes of providing prizes, remuneration and qualifications for learners;
- administer requests for reasonable adjustments under the Access of Assessment policy;
- carry out statistical analysis (on an anonymised basis) which may be carried out by us or selected third parties; and
- to monitor (on an anonymised basis) equal opportunities relating to ethnicity or disability or other such monitoring purposes.



## Data Protection Notice

We, Iconis Learning are required to comply with the provisions of the Data Protection Act 1998 in relation to how we handle any personal data we obtain from you. Any personal information we gather will only be used in the context of [your employment with us OR the business we conduct with you]. We may also collect Sensitive Personal Data about you, but only with your explicit consent in advance. We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you and we may request further information from third parties or disclose your details to other selected third parties, such as ILM, City & Guilds or their regulators or industry bodies. We may from time to time email or post to you Iconis Learning details of products or courses we believe may be of interest to you. If you no longer require such information or you have provided us with any information that you no longer wish us to use, please email us at [jo@iconislearning.com](mailto:jo@iconislearning.com) In disclosing your personal details to us, you agree that we may process and in particular may disclose your Personal Data as required by law:

- to selected third parties who may process Personal Data on our behalf
- to third parties such as ILM who may use your personal data or sensitive personal data (as appropriate) to:
- enable us to fulfil our contractual obligations to you – for example by providing you with an examination certificate
- contact you directly about events, courses, programmes, or ILM membership
- carry out statistical analysis
- pass to their regulator or industry bodies to (1) monitor equal opportunities relating to ethnicity or disability, or for other such monitoring purposes or to (2) account for learners where there is a requirement to do so, or to (3) meet their requirement to contact you directly and the information is not readily accessible from any other source
- disclose and publish your details in directories which may contain information about Iconis Learning
- provide or arrange prizes, remuneration and awards o contact you about your ILM studying membership