



Privacy Notice (Sales)

Our contact details.

Name: Curious Lighthouse Learning Consultancy Limited

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Waterlooville
Hampshire
PO8 8RN

Phone Number: 07738 203 903

E-mail: nikie.forster@curiouslighthouse.co.uk

The type of personal information we collect.

We may collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, contact details).
- Transaction details (for example, of your purchases and payments).

How we get the personal information and why we have it.

The information we have will normally have been provided by you when you

- Make enquires about our products and services.
- Purchase or download our services.

We use the information in order to

- Process your orders and downloads.
- Keep you informed about our services.
- Develop our products and services.

We will not normally share your data with other organisations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have your consent.
- We have a contractual obligation.



How we store your personal information.

Your information is securely stored electronically. We will dispose of it

- 7 years from the date of your last interaction with us.
- Such time as you inform us that you no longer wish to hear about our products or offers.

Your data may be processed outside of the European Economic Area. Where this occurs, appropriate privacy arrangements are in place.

Your data protection rights.

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at nikie.forster@curiouslighthouse.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at nikie.forster@curiouslighthouse.co.uk .

You can also complain to the ICO if you are unhappy with how we have used your data.



The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>