

Centre Privacy Notice

Kip McGrath Education Centres Chelmsford North is committed to protecting your privacy and ensuring that personal and sensitive information collected via our webpage: www.kipmcgrath.co.uk/chelmsford-north/ is gathered in compliance with this Privacy Notice.

About Us

Kip McGrath Education Centres Chelmsford North is operated as a franchise. The Franchisees are Tim Horton and Mark Arrowsmith, who are, for the purposes of the Data Protection Act 1998, the data controllers. The website www.kipmcgrath.co.uk is operated by Kip McGrath Education Australia Pty Ltd, The Franchisor, an Australian company, of Level 3, 6 Newcomen Street, Newcastle, NSW 2300.

References in this Privacy Notice to the “KMEC group”, “we”, “us” and “our” are to Kip McGrath Education Australia Pty Ltd, members of its group (which means its subsidiaries, its ultimate holding company and its subsidiaries), Kip McGrath Education UK Ltd (the Kip McGrath Education Centres UK Head Office) and Kip McGrath Education Centres Chelmsford North.

Our Privacy Notice, as outlined below, includes details about the type of information we collect, how this information is used, stored and how it is disclosed.

Customers and Website Users

Through our Kip McGrath Education Centres Chelmsford North webpage, customers and website users can enquire and purchase our products and services. To respond to these enquiries and provide these services and/or download any available products, we ask customers and website users for some personal and educational information.

What information is collected?

When you enrol or enquire about our products or services, we may collect the following information about you: -

- Identifying and contact information (name, geographical address, postcode, phone number, email address etc).
- Demographic information such as preferences and interests.
- Other information requested on voluntary customer surveys and/or offers.
- Information about you or your child’s education history, status and abilities.
- Information about your intended use of our services or products.
- If applicable, accounting, billing, credit card details or other payment card verification and screening information.

Website Tracking

When someone visits our Website, we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of our Website.

Cookies

We use Google Analytics to help analyse our Website data. This analytical tool uses “cookies” which are small text files placed on your computer; they collect standard internet log information and visitor behaviour information.

Our Website uses cookies to help us:-

- identify which pages are being used;
- analyse data about web page traffic;
- build a demographic profile of our customer base.

The purpose of tracking and analysing cookies is to help improve our Website by giving our customers a better experience when visiting it.

You can choose to accept or decline cookies. However, in a few cases, some of our Website features may not function correctly as a result of turning off their functionality. The following websites can tell you how to remove cookies from your browser and give more details on the advantages and disadvantages of limiting their behaviour on your computer: -

- www.cookiecentral.com
- www.allaboutcookies.org
- www.google.com/analytics.

Links to other websites

Our Website may contain links to the websites of our partner networks, advertisers and affiliates, which are outside of our control and are not covered by this Privacy Notice. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their own privacy notices. We would encourage you to read the privacy statements on the other websites you visit.

Website Copyright Notice

Copyright subsisting in the content of this Website, including without limitation all trademarks, texts and graphics and information, is owned by KMEC group, save where expressly stated. Copying or reproduction of the whole or any part of this Website in any form, including electronic media, is expressly prohibited save that you may print or download to a local hard disk extracts for your own personal use, if you acknowledge us as the source of the material.

How is the information used?

This information is used only within the KMEC group and to enable us to contact you by post, email or telephone for: -

- responding to your enquiry;
- providing the most suitable services or products;
- ongoing tracking of student progress;
- providing feedback to parents on their child's progress;
- sending you offers and news about services and products provided by us, where you have consented to be contacted for such purposes;
- continually improving our services, products and customer service levels;
- statistical analysis, customer surveys, customer relations and to help with our future dealings with you.

We will only contact you by e-mail for marketing purposes if we have your consent. You have the right to ask us not to process your personal data for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email or write to the address shown below.

Employees

What sorts of personal information do we ask for?

Personal information provided to us through submission of an employment application will be used for analysis of suitability for a position available. For example: -

- Identifying and contact information (name, address, phone, email etc).
- A CV and cover letter outlining your job history, experience, education and skills as they relate to the position applied for.
- Due to the nature of our business, some positions require extra information to be provided or obtained to ensure compliance with child protection legislation.
- After a successful application: banking, Inland Revenue, pension and other related information would be collected.

If you apply to work at Kip McGrath Education Centres Chelmsford North, we will only use the information you supply to us to process your application and to monitor recruitment statistics. Where we want to disclose information to a third party, (for example: where we want to take up a reference or obtain a 'disclosure' from the Criminal Records Bureau) we will not do so without informing you beforehand, unless required by law.

If your application is successful, your personal details will form part of an employee record. The Kip McGrath Education Centres Chelmsford North or the KMEC group will only disclose this information when required by law to authorised government agencies (e.g. Inland Revenue Office), or otherwise as directed by yourself.

Limited personal information may be made available internally within the Kip McGrath Education Centres Chelmsford North and the KMEC group to other employees or managers via organisation employee contact lists, whether by hard copy or on the organisation's intranet.

How is the information stored and disclosed?

Where we store the information

The personal data that we collect from you may be transferred to, and stored at, a destination outside of the European Economic Area ("EEA"). By submitting your data, you agree to the transfer, storing or processing of it.

Data Security

The information you provide is only available to authorised personnel of the Kip McGrath Education Centres Chelmsford North and the KMEC group who need access to the information to do their roles.

We require all computer and network security systems to have appropriate firewalls, encryption technology and passwords to protect electronic copies of personal information. Unfortunately, the transmission of information via the internet is not completely secure and although we endeavour to our very best to protect your personal data, we cannot guarantee the security of your data transmitted to our Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. If we no longer require your personal information, we will take reasonable steps to destroy it in a secure manner. This is subject to any legal obligations we have to keep information for a certain period of time.

Disclosure

We may disclose your personal information to other members of the Kip McGrath Education Centres Chelmsford North and the KMEC group.

We may disclose your personal information to third parties: -

- If we sell or buy any business or assets. In which case, we may disclose your personal data to the prospective buyer or such business or assets.
- If Kip McGrath Education Centres Chelmsford North or Kip McGrath Education Australia Pty Ltd or substantially all its assets are acquired by a third party. As a result, personal data held about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data to comply with any legal obligation, or in order to enforce any agreements, or to protect the rights, property or safety of the Kip McGrath Education Centres Chelmsford North or the KMEC group, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Accuracy

The Kip McGrath Education Centres Chelmsford North and the KMEC group makes every effort to ensure information collected is accurate and up-to-date. We encourage you to help us by telling us immediately if you change your contact details.

Access

You have the right to access the personal data that is held about you.

To obtain a copy of your personal information, please email or write to us at the address shown below. Mark it for the attention of the Data Protection Officer, enclosing your postal details and a cheque for £10 payable to Kip McGrath Education Centres Chelmsford North. We also reserve the right to use reasonable measures to check your identity before any information will be disclosed to you.

If you believe that any information we are holding about you is incorrect or incomplete, please email or write to the address shown below as soon as possible.

Complaints or Queries

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection, or use of, information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation if necessary. If you have any requests or concerns about any information contained within our Privacy Notice, email or write to: -

*Kip McGrath Education Centres Chelmsford North
61a Centenary Way
Beaulieu Square
Chelmsford
Essex
CM1 6AU
United Kingdom*

Changes to this Privacy Notice

We aim to keep our privacy notice under regular review and any changes we make to this privacy notice will be reflected in our centre's information folder; just ask a member of staff and they will be happy to help. (A hard-copy of the latest notice containing updates can also be requested from the address shown above.)

This privacy notice was last updated on 1st of September 2023.