

# DATA PROTECTION POLICY

At Curiosity Global Education Ltd, we take the privacy and security of personal data seriously. This Data Protection Policy sets out how we collect, use, store and protect personal data in accordance with the General Data Protection Regulation (GDPR) and any other applicable data protection laws in force in the United Kingdom.

## **1. SCOPE**

This policy applies to all personal data processed by Curiosity Global Education Ltd, including that which is collected via our website, our online education platform, and any other means. It applies to all employees, agents, contractors, and any other third parties who may process personal data on our behalf.

## **2. COLLECTION OF PERSONAL DATA**

We collect personal data directly from our clients and users, either through our website or our online education platform. We may also collect personal data from third parties, such as educational institutions and other service providers, in order to provide our educational consultancy services.

The personal data we collect may include:

- Name, address, email address, telephone number and other contact details
- Educational background and other qualifications
- Employment details
- Payment and financial information
- Information about your use of our online education platform

We will only collect personal data that is necessary for our business purposes and will only use it for those purposes.

## **3. USE OF PERSONAL DATA**

We may use personal data for the following purposes:

- To provide our online and offline education services
- To provide educational consultancy services
- To manage our relationship with our clients and users
- To process payments and invoicing
- To communicate with our clients and users
- To conduct research and analysis to improve our services
- To comply with legal and regulatory obligations

We will only use personal data for these purposes and will not use it for any other purposes without obtaining your consent first.

## **4. STORAGE AND RETENTION OF PERSONAL DATA**

We will store personal data securely and take appropriate technical and organizational measures to protect it against unauthorized or unlawful processing and against accidental loss, destruction or damage.

We will only retain personal data for as long as necessary to fulfil the purposes for which it was collected or as required by law.

Personal data is encrypted in transit and at rest to prevent unauthorised access. Access to data is controlled through Multi-Factor Authentication (MFA) and role-based permissions, ensuring only authorised personnel can process personal data.

We maintain automated, encrypted backups stored securely offsite to ensure business continuity in case of a cyberattack or system failure. Regular security audits and penetration testing are conducted to identify and mitigate risks.

An Incident Response Plan is in place, ensuring timely reporting to the Information Commissioner's Office (ICO) and affected individuals in case of a data breach.

## **5. DISCLOSURE OF PERSONAL DATA**

We may disclose personal data to third parties where necessary for the provision of our services or as required by law. We will only disclose personal data to third parties who have agreed to comply with data protection laws.

We do not transfer personal data outside the EU. If such transfers become necessary, we will ensure compliance with GDPR safeguards, including Standard Contractual Clauses (SCCs) and Data Processing Agreements (DPAs) with third parties.

## **6. YOUR RIGHTS**

You have the right to:

- Access your personal data
- Have your personal data corrected or deleted
- Object to the processing of your personal data
- Restrict the processing of your personal data
- Request the transfer of your personal data to another party
- Withdraw your consent to the processing of your personal data

If you wish to exercise any of these rights, please contact us using the contact details below.

## **7. REGULAR TESTING, ASSESSMENT & COMPLIANCE REVIEWS**

To maintain GDPR compliance, we have implemented a continuous monitoring and evaluation process, including:

- Annual GDPR audits to assess compliance with regulatory requirements.
- Incident response testing, including simulated data breach scenarios, to evaluate our security preparedness.
- Staff training & awareness programs, ensuring all employees handling personal data receive GDPR training and regular refresher courses.

We also ensure that:

- All consent records are securely stored with timestamps, including details of when, how, and for what purpose consent was given.
- Individuals can withdraw consent at any time, with clear mechanisms to do so.
- Regular audits of consent records are conducted to ensure compliance with GDPR requirements.

## **8. CHANGES TO THIS POLICY**

We may update this Data Protection Policy from time to time to reflect changes in data protection laws or our business practices. We will notify you of any significant changes.

## **9. CONTACT US**

If you have any questions about this Data Protection Policy, or if you wish to exercise your rights under data protection laws, please contact us using the following details:

Curiosity Global Education Ltd: Address: Sparkhouse, Enterprise Building, Rope walk, Lincoln, UK, LN6 7DQ; Email: [enquiries@curiosityglobaleducation.com](mailto:enquiries@curiosityglobaleducation.com)