
PRIVACY POLICY FOR LANGUAGE GATEWAY

BACKGROUND:

Marjorie Clifton, trading as Language Gateway, understands that your privacy is important to you and that you care about how your personal data is used and shared online. She respects and values the privacy of everyone who visits these websites - www.languagegateway.co.uk and www.corseulgite.co.uk ("Her Sites") and will only collect and use personal data in ways that are described here, and in a manner that is consistent with her obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of either of her sites and you will be required to read and accept this Privacy Policy when booking training or holidays with her. If you do not accept and agree with this Privacy Policy, you must stop using her sites immediately.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

- | | |
|--------------------------------|--|
| "personal data" | means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Site. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation ("GDPR"); and |
| "She/her" | means, Marjorie Clifton, trading as Language Gateway, whose address is 84 South Lane, Ash, Surrey, United Kingdom, GU12 6NJ. |
| "her" or "the" websites | www.languagegateway.co.uk www.corseulgite.co.uk |

2. Information About Language Gateway and Corseul Gite

- 2.1 These sites are owned and operated by Marjorie Clifton, trading as Language Gateway, at 84 South Lane, Ash, Surrey GU12 6NJ.
- 2.2 The Data Controller is Marjorie Clifton, who can be contacted by email at mclifton@languagegateway.co.uk, by telephone on 0141-332-8507 or by post to 84 South Lane, Ash, Surrey GU12 6NJ.

3. What Does This Policy Cover?

This Privacy Policy applies only to your use of Language Gateway and Corseulgite websites. These sites may contain links to other websites. Please note that she has no control over how your data is collected, stored, or used by other websites and she advises you to check the privacy policies of any such websites before providing any data to them.

4. **Your Rights**

- 4.1 As a data subject, you have the following rights under the GDPR, which this Policy and her use of personal data have been designed to uphold:
 - 4.1.1 The right to be informed about her collection and use of personal data;
 - 4.1.2 The right of access to the personal data she holds about you (see section 10);
 - 4.1.3 The right to rectification if any personal data she holds about you is inaccurate or incomplete (please contact her using the details in section 11);
 - 4.1.4 The right to be forgotten – i.e. the right to ask her to delete any personal data she holds about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like her to delete it sooner, please contact her using the details in section 10);
 - 4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
 - 4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
 - 4.1.7 The right to object to her using your personal data for particular purposes; and
 - 4.1.8 Rights with respect to automated decision making and profiling.
- 4.2 If you have any cause for complaint about her use of your personal data, please contact her using the details provided in section 10 and she will do her best to solve the problem for you. If she is unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.
- 4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

5. **What Data Do We Collect?**

Depending upon your use of her websites, she may collect some or all of the following personal and non-personal data:

- 5.1 name;
- 5.2 date of birth;
- 5.3 contact information such as email addresses and telephone numbers;
- 5.4 demographic information such as post code, preferences and interests
- 5.5 Occasionally, confidential information may be provided by you for the provision of your training or your gite accommodation. In this case, such information will remain confidential.

6. **How Do We Use Your Data?**

- 6.1 All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. She will comply with her obligations and safeguard your rights under the GDPR at all times. For more details on security see section 7, below.
- 6.2 Her use of your personal data will always have a lawful basis, either because

it is necessary for her performance of a contract with you, because you have consented to her use of your personal data, or because it is in her legitimate interests. Specifically, she will use your data to contact you, once you have expressed an interest in her training products or gite holidays and for providing that service to you.

- 6.3 With your permission and/or where permitted by law, she may also use your data for marketing purposes which may include contacting you by email with information, news and offers on her products. She will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that she fully protects your rights and complies with her obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.
- 6.4 You have the right to withdraw your consent to her using your personal data at any time, and to request that she deletes it.
- 6.5 She does not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained as required to manage your on-going language training needs / gite booking and / or to provide you with an after-sales service.

7. **How and Where Does She Store Your Data?**

- 7.1 She only keeps your personal data for as long as she needs to in order to use it as described above in section 6, and/or for as long as she has your permission to keep it.
- 7.2 Your data will only be stored in the UK.
- 7.3 Data security is very important to her, and to protect your data she has taken suitable measures to safeguard and secure data collected through her sites..

8. **Does She Share Your Data?**

She will not share any of your data with any third parties for any purposes.

9. **How Can You Access Your Data?**

You have the right to ask for a copy of any of your personal data held by Us (where such data is held). Under the GDPR, no fee is payable and We will provide any and all information in response to your request free of charge. Please contact Us for more details at mclifton@languagegateway.co.uk, or using the contact details below in section 14.

10. **Contacting Us**

If you have any questions about her sites or this Privacy Policy, please contact Us by email at mclifton@languagegateway.co.uk by telephone on 0141-332-8507, or by post at 84 South Lane, Ash, Surrey GU12 6NJ. Please ensure that your query is clear, particularly if it is a request for information about the data she holds about you.

11. **Changes to Privacy Policy**

She may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on her sites and you will be deemed to have accepted the terms of the Privacy Policy on your first use of those sites following the alterations. It is therefore advisable to check this page regularly to keep up-to-date.