

## **Privacy Policy, GDPR – General Data Protection Regulation**

### **Privacy Policy**

This policy describes how Houman Farajollahi T/A Hoona (also known as Data Controller) will use your personal data. It also describes your data protection rights, including a right to object to some of the processing which we may carry out.

#### **Policy key definitions:**

- "I", "our", "us", or "we" refer to the business, Houman Farajollahi T/A Hoona.
- GDPR means General Data Protection Act.
- IAA mean Immigration Advice Authority
- ICO means Information Commissioner's Office.

#### **Lawful Basis**

Under the GDPR we control and/or process any personal information about you electronically using the lawful basis of Contract. This contract with you will be for the purpose of delivering our services to you including immigration and education advice and services. If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required.

#### **What information do we collect?**

We collect and process personal data about you when you enter a contract with us to receive our services. The personal data which you give us (which will usually include personal details, contact details, immigration history, education details, financial information) will be held on our file and will not be shared with any third party other than relevant immigration authorities (such as UK Visas and Immigration or other relevant immigration body/Embassy or Consulate), IAA or relevant education establishments to fulfil our contractual obligations to you and our services. Sharing information with any other party will be done only with your prior permission.

#### **Contacting you regarding our new offers and services**

We will contact you regarding our new offers and services ONLY if you were positively opted in to receive such contacts. You are able to inform us of opting out of such contacts whenever you want.

#### **How long will we retain your data?**

Where we process personal data in connection with performing a contract, we keep the data for 6 years from when we obtained them. After that, they are securely deleted or destroyed.

### **How is your data securely held?**

Please note that your personal and connected company details are securely encrypted and saved on our IT systems

### **Changes to our Privacy Notice**

Any changes we may make to this policy in the future will be notified to you by e-mail.

### **What rights do you have?**

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format, and to ask us to share this data to any other third party. You can read more about [your rights in details here](#). You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data. We handle subject access requests in accordance with the GDPR.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch with us using the details set out below.

### **How do I get in touch with you?**

If you have any questions about this policy you can get in touch with us either via Telephone or e-mail:

Tel Office: 02081447406

E-mail Houman Farajollahi: [info@ukstudywork.com](mailto:info@ukstudywork.com)

### **Consent for Marketing**

If you are happy that we contact you in future by email regarding the services and offers please put a X below. You can withdraw this consent anytime by writing to us.

*I/We hereby confirm that Hoona is able to contact us in future by email regarding their services and offers ....*