



PRIVACY POLICY AND PROCEDURES JUNE 2021

The Village Global Foundation is committed to protecting your privacy.

At Village Global Foundation we take protecting your privacy seriously. This notice explains what to expect when using the websites and apps produced by the Village Global Foundation.

1. What is the Village Global Foundation?

The Village Global Foundation is a provider of training platforms for early years professionals. With the Village Global Foundation, users can complete training covering different facets of their role.

2. Who's data do we collect and where do we get it from?

On the websites:

The Village Global Foundation collects data through our websites. We collect data in the following ways:

When you give it to us directly – you may provide data directly through our websites to send us a message or email. We will always give you the option to unsubscribe from our communications and you can request to have your data deleted.

When you opt-in to certain cookies – tracking cookies are a type of cookie that can be shared by more than one website or service and commonly used to improve web services and for marketing and advertising purposes. We give you the option to opt-out of these cookies, but you can find out more in our cookie policy.

We don't collect data relating to candidate recruitment through the Village Global Foundation websites, only through the Village Global Foundation recruitment platform.

In the apps:

We only take data when you set up an account. You can delete your account at any time.

3. What data do we collect and how do we use it?

Privacy is important to the Village Global Foundation, so we only take personal data with permission and only ask for what is necessary.

On the websites:

We only take the details you provide by sending us a message or email via our websites. We will use these details to respond to your enquiry.

In the apps:

We need to take some personal data to set up and manage your account, if you set up an account with us, we'll ask for:

- Your name
- Your email address

This data will allow you to log in to your account, take part in training and track your progress.

4. What is the purpose for processing your data?

On the websites:

We only use personal data for communication purposes. We never sell data on to third parties, and you can opt out of any and all communications at any time, either by unsubscribing or contacting us directly.

In the apps:

We only use personal data to set up and manage your account, you can delete your account at any time.

5. Storing and sharing data

All data processed through the Village Global Foundation apps are stored in Postgres relational database management system to process and store data both from the website and the apps.

In-app purchase are available, but we do not store any payment card details. We integrate directly with Google and Apple stores and defer all payment information to those stored on Google or Apple accounts.

There is no obligation under the GDPR for data to be stored in the EU. The GDPR permits transfers of personal data outside of the EU subject to certain conditions.

6. Lawful Basis for Using Your Data

Under Article 6 of the General Data Protection Regulation we have a legitimate interest to process personal data for communication and marketing purposes and to provide the Village Global Foundation training services.

7. International Transfer of Personal Data and Third Party Processors

The Village Global Foundation may use third party processors to process and store personal data. Mostly these will be based in the European Union, however some may be in the USA.

Where any data is processed outside the European Union, a standard contract clause will be in place.

8. How we keep data safe and up to date

In accordance with UK and European data protection laws, we take measures to secure all personal data.

We maintain physical, electronic, and procedural safeguards in connection with the collection, storage, and disclosure of personal and special category data.

We assign retention periods to all personal data

9. What are your rights?

The Village Global Foundation is registered with the Information Commissioners Office (ICO) under number 17143123

Your rights:

Your right of access

You have the right to ask us for copies of any personal information we process or store about you. As we only process your data with your, or your guardians' consent, this right always applies to the Village Global Foundation and is called a subject access request.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies and is called a rectification request.

Your right to erasure

You have the right to ask us to erase your personal information if you no longer want us to hold it. As we only process your data with your, or your guardians' consent, this right always applies to the Village Global Foundation however we need a certain amount of data to be able to provide the service so full erasure may mean you can no longer use it. This is called an erasure request.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information. This is where we don't delete your data but we also don't allow it to be accessed by anyone. This is called a restriction request.

Your right to data portability

You have the right to ask that some organisations transfer the information you give them to other organisations or directly to you. Whilst we are happy to provide your information to you directly to you, it may not be held in a format that can be transferred to other organisations.

Rights in relation to automated decision making and profiling

No data processed through the website is subject to automated decision making.

If you would like to make any of these requests, please email us at **privacy@villageglobaleducation.com** with the name of the request in the subject. We will send you a confirmation receipt and then follow up with some questions to verify your identity.

Your right to object to processing

If you think we are not upholding your rights, or we are not processing your information lawfully you have the right to object.

If you think we are handling your personal data incorrectly you should approach us in the first instance, and we will do everything possible to rectify the situation. If you are not happy with our response you have a right to contact the supervisory authority, in this case the ICO. You can lodge a complaint through their website [here](#) and they, in turn, will deal with it.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

Please contact us at **privacy@villageglobaleducation.com** if you wish to make a request.

Please note:

This policy is updated at least on an annual basis so please check back to make sure you're happy with any changes.