

Privacy Policy

Approvers:
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Related Documents:

Data Protection Policy
Confidentiality and
Information Sharing
Policy
Employee Privacy
Policy

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Oxbridge Guardians
Part of Oxbridge Group





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Who we are:

Our website addresses are: <https://www.oxbridgeguardians.co.uk> and <https://www.aspirededucation.com>

Our **Registered Company Address** is: Oxbridge Group Ltd (t/a: Oxbridge Guardians and Aspired Education) Room 255 West Empire Square, Empire Square, London, England, SE1 4NL

Our **Office Address** is: Oxbridge Group Ltd (t/a: Oxbridge Guardians and Aspired Education) Devas Club, 2a Stormont Road, Battersea, London SW11 5EN

Our **Company Registration Number** is: 08573744

Our **Data Protection Officer** is Steph Gilbert, steph.gilbert@oxbridgeguardians.co.uk if you have any privacy specific concerns you can contact her directly.

Which personal data we collect and why we collect it

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Contact forms

If you input data using our contact forms (such as enquiry, application or contact us) your

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information will only be used for the purpose which you have given. With any application form, clear consent is asked for storage of data (on our encrypted system) and any enquiries will not be kept any longer than necessary, as detailed within our Data Protection Policy – maximum 12 months.

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

Who we share your data with

If you send an enquiry or submit an application, data is treated in line with our Data Protection Policy. Information is stored and shared in line with GDPR guidelines. Express permission is sought for an application with details of information stored.

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How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue. For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data

Visitor comments may be checked through an automated spam detection service.

Your contact information

Our Data Protection Officer is Steph Gilbert: steph.gilbert@oxbridgeguardians.co.uk, if you have any privacy specific concerns you can contact her directly.

How we protect your data

All applications/enquiries are stored on an encrypted system, with whitepaper detailed here: [Podio Security Overview](#)

What data breach procedures we have in place

Data breach procedures would be dealt with as per our Data Protection Policy.

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What automated decision making and/or profiling we do with user data

There is no automated decision making and/or profiling. All enquiries are managed directly.

Industry regulatory disclosure requirements

Oxbridge Group Ltd (t/a Oxbridge Guardians and Aspired Education) are accredited by AEGIS, and certified by BSA.

SSL and add-ons

Really Simple SSL and Really Simple SSL add-ons do not process any personal identifiable information, so the GDPR does not apply to these plugins or usage of these plugins on your website. You can find our privacy policy [here](#).

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