Privacy Policy

Thank you for choosing to be part of our community at Clare Devlin - Education Consultancy We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about this privacy notice, or our practices with regards to your personal information, please contact us at [clare@claredevlin.org](mailto:clare@claredevlin.org)

When you visit our website [https://www.claredevlin.org](https://www.claredevlin.org/), and more generally, use any of our services (the "Services", which include the Website and educational consultancy services), we appreciate that you are trusting us with your personal information. We take your privacy very seriously. In this privacy notice, we seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully, as it is important. If there are any terms in this privacy notice that you do not agree with, please discontinue use of our Services immediately.

Please read this privacy notice carefully as it will help you understand what we do with the information that we collect.

**1. WHAT INFORMATION DO WE COLLECT?**

Personal information you disclose to us

We collect personal information that you voluntarily provide to us when you:

- Express an interest in our educational consultancy services

- Request information about our professional development programs

- Register for workshops or training sessions

- Submit inquiries about our educational services

- Contact us for support or guidance

The personal information that we collect depends on the context of your interactions with us and the Website, the choices you make and the services you use. The personal information we collect may include the following:

Personal Information Provided by You:

- Names

- Email addresses

- Phone numbers

- Professional qualifications

- Teaching experience

- School or institution affiliations

- Educational background

- Professional development goals

- Areas of educational interest

All personal information that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal information.

**Information automatically collected**

We automatically collect certain information when you visit, use or navigate the Website. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Website and other technical information. This information is primarily needed to maintain the security and operation of our Website, and for our internal analytics and reporting purposes.

**2. HOW DO WE USE YOUR INFORMATION?**

We use personal information collected via our Website for a variety of business purposes described below:

Business Purposes:

- To deliver and facilitate educational consultancy services

- To create and manage your account

- To send you information about our services

- To respond to your inquiries and provide support

- To send administrative information and updates

- To improve our services and user experience

- To protect our Services and your information

- To comply with our legal obligations

- To evaluate and improve our educational programs

Marketing and Communications:

- To send you educational resources and materials

- To inform you about new services or programs

- To share professional development opportunities

- To provide updates about changes to our services

**3. WILL YOUR INFORMATION BE SHARED WITH ANYONE?**

We may process or share your data in the following situations:

- With your consent

- To fulfil our contractual obligations

- For legal compliance

- To protect vital interests

- For legitimate business purposes

We specifically do not:

- Sell your information to third parties

- Share your information for marketing purposes

- Disclose information to unauthorized parties

**4. DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?**

In Short: We may use cookies and similar tracking technologies to collect and store your information.

We may use cookies and similar tracking technologies (like web beacons and pixels) to access or store information. These are used primarily for:

- Website functionality

- Security purposes

- Analytics to improve our services

- Remembering your preferences

You can control cookie settings through your browser preferences.

**5. HOW DO WE HANDLE YOUR SOCIAL LOGINS?**

In Short: If you choose to register using a social media account, we receive basic profile information.

Our Website may offer you the ability to register using your existing social media account details (like your LinkedIn or Google account). Where you choose to do this, we will receive certain profile information about you from your social media provider. The profile information we receive may vary depending on the social media provider concerned, but will often include your name, email address, and profile picture.

We will use the information we receive only for purposes that are described in this privacy notice. Please note that we do not control, and are not responsible for, other uses of your personal information by your third-party social media provider.

**6. HOW LONG DO WE KEEP YOUR INFORMATION?**

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy notice, unless a longer retention period is required or permitted by law (such as tax, accounting, or educational requirements). No purpose in this notice will require us keeping your personal information for longer than 6 years from your last interaction with us, in accordance with standard educational record-keeping practices.

**7. HOW DO WE KEEP YOUR INFORMATION SAFE?**

In Short: We aim to protect your personal information through a system of organisational and technical security measures.

We have implemented appropriate technical and organisational security measures designed to protect the security of any personal information we process. However, despite our safeguards and efforts to secure your information, no electronic transmission over the Internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorised third parties will not be able to defeat our security, and improperly collect, access, steal, or modify your information. Although we will do our best to protect your personal information, transmission of personal information to and from our Website is at your own risk. You should only access the Website within a secure environment.

**8. DO WE COLLECT INFORMATION FROM MINORS?**

In Short: We do not knowingly collect data from or market to children under 18 years of age.

We do not knowingly solicit data from or market to children under 18 years of age. By using the Website, you represent that you are at least 18 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Website. If we learn that personal information from users less than 18 years of age has been collected, we will deactivate the account and take reasonable measures to promptly delete such data from our records. If you become aware of any data we may have collected from children under age 18, please contact us at [clare@claredevlin.org](mailto:clare@claredevlin.org)

**9. WHAT ARE YOUR PRIVACY RIGHTS?**

In Short: In some regions, such as the European Economic Area, you have rights that allow you greater access to and control over your personal information. You may review, change, or terminate your account at any time.

In some regions (like the European Economic Area), you have certain rights under applicable data protection laws. These may include the right (i) to request access and obtain a copy of your personal information, (ii) to request rectification or erasure; (iii) to restrict the processing of your personal information; and (iv) if applicable, to data portability. In certain circumstances, you may also have the right to object to the processing of your personal information. To make such a request, please use the contact details provided below. We will consider and act upon any request in accordance with applicable data protection laws.

If we are relying on your consent to process your personal information, you have the right to withdraw your consent at any time. Please note however that this will not affect the lawfulness of the processing before its withdrawal, nor will it affect the processing of your personal information conducted in reliance on lawful processing grounds other than consent.

If you are a resident in the European Economic Area and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority. You can find their contact details here: <http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm>.

If you are a resident in Switzerland, the contact details for the data protection authorities are available here: <https://www.edoeb.admin.ch/edoeb/en/home.html>.

As a UK-based organisation, we comply with the UK GDPR and Data Protection Act 2018. In addition to the rights outlined above, you have the right to:

- Request a copy of your data in a structured, commonly used format

- Object to automated decision-making and profiling

- Lodge a complaint with the Information Commissioner's Office (ICO)

Cookies and similar technologies: Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Website. To opt-out of interest-based advertising by advertisers on our Website visit <http://www.aboutads.info/choices/>.

**10. CONTROLS FOR DO-NOT-TRACK FEATURES**

Most web browsers and some mobile operating systems and mobile applications include a Do-Not-Track ("DNT") feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. At this stage no uniform technology standard for recognising and implementing DNT signals has been finalised. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this privacy notice.

**11. DO WE MAKE UPDATES TO THIS NOTICE?**

In Short: Yes, we will update this notice as necessary to stay compliant with relevant laws.

We may update this privacy notice from time to time. The updated version will be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy notice frequently to be informed of how we are protecting your information.

**12. HOW CAN YOU CONTACT US ABOUT THIS NOTICE?**

If you have questions or comments about this notice, you may contact our Data Protection Officer (DPO), Clare Devlin, by email at [clare@claredevlin.org](mailto:clare@claredevlin.org) by phone at [0044 7724 766973](tel://00447724766973/) or by post to:

Clare Devlin - Education Consultancy

Clare Devlin

[49 Ballymulligan Road

Loup

Magherafelt

Co Derry

BT45 7TT]

**14. HOW CAN YOU REVIEW, UPDATE, OR DELETE THE DATA WE COLLECT FROM YOU?**

Based on the applicable laws of your country, you may have the right to request access to the personal information we collect from you, change that information, or delete it in some circumstances. To request to review, update, or delete your personal information, please submit a request form by clicking here. We will respond to your request within 30 days.

**Additional Education-Specific Privacy Notice:**

As an education consultancy, we maintain additional privacy protections for:

- Student Information: Any personal information related to students is treated with extra care and confidentiality

- Academic Records: If we handle any academic records or educational assessments, these are stored securely and accessed only by authorized personnel

- Professional Development Records: Information related to professional development services and training is maintained separately from general business records

Special considerations for educational data:

1. We comply with additional educational privacy requirements and regulations

2. We maintain strict confidentiality of all student-related information

3. We have specific data retention policies for educational records

4. We provide additional access controls for sensitive educational information

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