



## Privacy Policy

**Cubitt Education**

**Website:** [www.cubitteducation.com](http://www.cubitteducation.com)

**Effective Date:** 22 January 2026

**Last Updated:** 22 January 2026

### 1. Introduction

Cubitt Education ("we", "us", "our") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal data when you visit our website, use our services, or interact with us.

We are committed to ensuring that your privacy is protected in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By using our website and services, you acknowledge that you have read and understood this Privacy Policy.

### 2. Data Controller

The data controller responsible for your personal data is:

**Cubitt Education**

**Data Protection Contact:** [dpo@cubitteducation.com](mailto:dpo@cubitteducation.com)

If you have any questions about this Privacy Policy or how we handle your personal data, please contact us at the email address above.

### 3. Information We Collect

We may collect and process the following categories of personal data:

### **3.1 Information You Provide to Us**

- **Identity Data:** Full name, job title, and professional information
- **Contact Data:** Email address, telephone number, postal address
- **Payment Data:** Payment card details and billing information (processed securely via third-party payment providers)
- **Educational Data:** Qualifications, course enrolments, assignment submissions, and certification records
- **Communication Data:** Records of correspondence with us, including emails, phone calls, and messages

### **3.2 Information Collected Automatically**

- **Technical Data:** IP address, browser type and version, device information, operating system, and platform
- **Usage Data:** Information about how you use our website, including pages visited, time spent on pages, and navigation paths
- **Cookie Data:** Information collected through cookies and similar tracking technologies (see Section 10)

### **3.3 Information from Third Parties**

We may receive personal data about you from third parties, including:

- Employers who enrol you in corporate training programmes
- Educational institutions that book talks or training sessions
- Awarding bodies such as TQUK and CPD Standards Office

## **4. How We Use Your Information**

We use your personal data for the following purposes:

<b>Purpose</b>	<b>Lawful Basis</b>
To register you as a learner and provide access to our courses and learning materials	Performance of a contract
To process payments for courses and services	Performance of a contract

To issue certificates and qualifications in partnership with awarding bodies	Performance of a contract and legal obligation
To communicate with you about your courses, assignments, and progress	Performance of a contract
To respond to your enquiries and provide customer support	Legitimate interests
To send you marketing communications about our courses, workshops, and talks (where you have opted in)	Consent
To improve our website, services, and user experience	Legitimate interests
To comply with legal and regulatory obligations	Legal obligation
To protect our business, website, and users from fraud or other harmful activities	Legitimate interests

## 5. Marketing Communications

We would love to keep you informed about our courses, workshops, talks, and other opportunities to support your professional development.

We will only send you marketing communications where you have provided your explicit consent to receive them. You have the right to withdraw your consent at any time by:

- Clicking the "unsubscribe" link in any marketing email
- Contacting us at [dpo@cubitteducation.com](mailto:dpo@cubitteducation.com)
- Updating your preferences in your learner account

Even if you opt out of marketing communications, we may still contact you regarding your enrolled courses, certifications, or other service-related matters.

## 6. Sharing Your Information

We may share your personal data with the following categories of recipients:

## 6.1 Service Providers and Technology Partners

We work with trusted third-party providers to deliver our services:

Provider	Purpose	Location
<b>LearnWorlds</b>	Learning management system and course delivery	EU/EEA
<b>Wix</b>	Website hosting and functionality	EU/EEA and USA
<b>Stripe</b>	Payment processing	USA (with EU data protection measures)
<b>PayPal</b>	Payment processing	USA (with EU data protection measures)
<b>Microsoft Teams</b>	Live lesson delivery and communication	EU/EEA and USA
<b>Zoom</b>	Live lesson delivery and communication	USA (with EU data protection measures)
<b>Mailchimp/HubSpot</b>	Email communications and CRM	USA (with EU data protection measures)

## 6.2 Awarding Bodies and Accreditation Partners

To issue recognised qualifications and certifications, we share relevant learner data with:

- **TQUK (Training Qualifications UK)** – for accredited qualifications
- **CPD Standards Office** – for CPD certification and accreditation

## 6.3 Other Disclosures

We may also disclose your personal data:

- To comply with any legal obligation or regulatory requirement
- To enforce our terms and conditions or protect our rights
- To protect the safety of our learners, staff, or the public
- In connection with a business transfer, merger, or acquisition

We do not sell your personal data to third parties.

## 7. International Transfers

Some of our third-party service providers are based outside the United Kingdom. Where we transfer your personal data internationally, we ensure appropriate safeguards are in place, including:

- Standard Contractual Clauses (SCCs) approved by the UK Information Commissioner's Office
- Transfers to countries with an adequacy decision from the UK government
- Other legally recognised transfer mechanisms

If you would like more information about international transfers, please contact us at [dpo@cubitteducation.com](mailto:dpo@cubitteducation.com).

## 8. Data Retention

We retain your personal data only for as long as necessary to fulfil the purposes for which it was collected, including:

Data Type	Retention Period
Learner records and certification data	7 years from course completion (or as required by awarding bodies)
Payment and financial records	7 years (for tax and accounting purposes)
Marketing consent records	Until consent is withdrawn, plus 1 year for record-keeping
Website analytics data	26 months
General enquiries and correspondence	3 years from last contact

After the applicable retention period, your personal data will be securely deleted or anonymised.

## 9. Your Rights

Under UK GDPR, you have the following rights regarding your personal data:

Right	Description
<b>Right of Access</b>	You can request a copy of the personal data we hold about you
<b>Right to Rectification</b>	You can request correction of inaccurate or incomplete data
<b>Right to Erasure</b>	You can request deletion of your data in certain circumstances

<b>Right to Restriction</b>	You can request that we limit how we use your data
<b>Right to Data Portability</b>	You can request your data in a structured, commonly used format
<b>Right to Object</b>	You can object to processing based on legitimate interests or for marketing purposes
<b>Right to Withdraw Consent</b>	Where processing is based on consent, you can withdraw it at any time

To exercise any of these rights, please contact us at [dpo@cubitteducation.com](mailto:dpo@cubitteducation.com). We will respond to your request within one month.

If you are not satisfied with how we handle your request, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Telephone:** 0303 123 1113

## 10. Cookies

Our website uses cookies and similar technologies to enhance your browsing experience, analyse website traffic, and support our marketing efforts.

### 10.1 Types of Cookies We Use

Cookie Type	Purpose
<b>Strictly Necessary</b>	Essential for the website to function properly
<b>Performance/Analytics</b>	Help us understand how visitors use our website
<b>Functionality</b>	Remember your preferences and settings
<b>Marketing/Targeting</b>	Deliver relevant advertisements and track campaign effectiveness

### 10.2 Managing Cookies

You can manage your cookie preferences through your browser settings or through the cookie consent banner on our website. Please note that disabling certain cookies may affect the functionality of our website.

## **11. Data Security**

We take the security of your personal data seriously and have implemented appropriate technical and organisational measures to protect it, including:

- Secure socket layer (SSL) encryption on our website
- Password-protected access to learner accounts and internal systems
- Regular security assessments of our third-party providers
- Staff training on data protection and confidentiality
- Secure backup procedures for critical data

While we take all reasonable steps to protect your data, no method of transmission over the internet is completely secure. We cannot guarantee the absolute security of your data.

## **12. Children's Privacy**

Our services are primarily designed for adults and professionals. Where we deliver talks or services to educational institutions involving individuals under 18, we collect only the minimum data necessary and do so with appropriate consent from parents, guardians, or the educational institution.

## **13. Links to Third-Party Websites**

Our website may contain links to external websites operated by third parties. We are not responsible for the privacy practices of these websites. We encourage you to read the privacy policies of any third-party websites you visit.

## **14. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices, legal requirements, or services. Any significant changes will be communicated via our website or by email where appropriate.

We encourage you to review this Privacy Policy periodically to stay informed about how we protect your data.

## **15. Contact Us**

If you have any questions, concerns, or requests regarding this Privacy Policy or your personal data, please contact us:

**Data Protection Officer**

**Email:** [dpo@cubitteducation.com](mailto:dpo@cubitteducation.com)

**Website:** [www.cubitteducation.com](http://www.cubitteducation.com)

**Cubitt Education – Changing Lives**