



# Privacy Policy

**Version 1.0 — 01 May 2026**

## Learner-Friendly Summary

SBK Teaching Standards collects only the information needed to provide online courses, manage enrolments, assess learning, and meet safeguarding and legal responsibilities. We keep your data secure, do not sell it, and only share it with trusted services that support our online learning platform. You have rights over your data, including access, correction, and deletion. This policy explains what data we collect, why we collect it, how long we keep it, and how you can contact us with questions or concerns.

## 1. Purpose

This Privacy Policy explains how SBK Teaching Standards collects, uses, stores, and protects personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Relevant safeguarding and Prevent legislation

It applies to all learners, visitors, and stakeholders who interact with SBK Teaching Standards.

## 2. Data Controller

**SBK Teaching Standards (sole trader: Clerissa)**

Email: [SBK-teaching-standards@outlook.com](mailto:SBK-teaching-standards@outlook.com)

SBK Teaching Standards is the Data Controller for all personal data processed in connection with its courses and services.

## 3. Personal Data We Collect

We collect the following categories of personal data:

### **3.1 Identity and Contact Data**

- Full name
- Email address
- Phone number
- Date of birth (to confirm age 18+)

### **3.2 Learning and Assessment Data**

- Assessment submissions
- CPD logs
- Moodle activity logs
- Course progress and completion data

### **3.3 Technical Data**

- IP address
- Device information
- Browser type
- Cookies (see Cookie Policy)

### **3.4 Payment Data**

- Date of payment (bank transfer only)
- No bank account or card details are stored

## 4. How We Collect Personal Data

We collect data through:

- Moodle Cloud registration
- Microsoft Forms (course registration)
- Email communication
- Assessment submissions
- Google Analytics
- Facebook and Instagram embed
- YouTube embeds

## 5. Why We Collect Personal Data (Purposes and Lawful Bases)

| Purpose                           | Lawful Basis (UK GDPR)          |
|-----------------------------------|---------------------------------|
| Course enrolment                  | Contract                        |
| Delivering online learning        | Contract                        |
| Assessment and certification      | Contract                        |
| CPD logging                       | Legitimate interests            |
| Membership management             | Contract                        |
| Communication with learners       | Contract / Legitimate interests |
| Prevent and safeguarding duties   | Legal obligation / Public task  |
| Security and fraud prevention     | Legitimate interests            |
| Analytics and service improvement | Legitimate interests            |
| Compliance with HMRC requirements | Legal obligation                |

We do not use personal data for marketing.

## 6. Payment Processing

Learners pay by **bank transfer only**. We store:

- **Date of payment** (for financial records)

We do **not** store:

- Bank account numbers
- Sort codes
- Card details

## 7. Data Sharing

We share data only with trusted third-party services necessary to deliver our courses:

- **MoodleCloud** (learning platform)
- **Google** (Analytics, YouTube, Cloud services)
- **Microsoft** (Forms, Outlook email)
- **Framer** (website hosting)
- **GoDaddy** (domain services)
- **Facebook/Instagram** (embedded content only)
- **HMRC** (financial records, if required)
- **Police, safeguarding, or Prevent authorities** (only when legally required)

We do **not** sell or trade personal data.

## 8. Data Retention

SBK Teaching Standards retains personal data only for as long as necessary to fulfil the purposes for which it was collected, meet legal obligations, and support safeguarding and Prevent responsibilities.

All personal data is retained for **2 years after the learner finishes their course or after their membership expires or is not renewed**, including:

- Learner accounts
- Assessment submissions
- CPD logs
- Membership records
- Email correspondence
- Safeguarding records
- Prevent records

After the 2-year retention period ends, data is securely deleted unless a longer period is required by law (e.g., HMRC financial record requirements).

## 9. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Access your data
- Correct inaccurate data
- Request deletion
- Restrict processing
- Object to processing
- Request data portability
- Not be subject to automated decision-making

To exercise these rights, contact: [SBK-teaching-standards@outlook.com](mailto:SBK-teaching-standards@outlook.com)

## 10. Cookies

SBK Teaching Standards uses cookies for:

- Essential website functionality
- Analytics (with consent)
- Embedded content (YouTube, Facebook, Instagram)

Full details are provided in the **Cookie Policy**.

## 12. Safeguarding and Prevent

In line with safeguarding and Prevent duties, we may process or share personal data when:

- A safeguarding concern is raised
- A Prevent concern is identified
- There is a risk of harm
- We are legally required to do so

This is done under **legal obligation** and **public task** lawful bases.

## 13. Complaints

If you have concerns about how your data is handled, you may contact:

**SBK Teaching Standards**

Email: [SBK-teaching-standards@outlook.com](mailto:SBK-teaching-standards@outlook.com)

**Information Commissioner's Office (ICO)**

If you are not satisfied with our response, you may contact the ICO.

## 14. Linked Policies

This Privacy Policy should be read alongside:

- Cookie Policy
- Data Protection & Information Security Policy
- Online Safety & Learner Conduct Policy
- Terms & Conditions
- Safeguarding Policy
- Prevent Duty Statement

## 15. Review Cycle

This policy is reviewed **annually**, or sooner if:

- Legislation changes
- New systems or processes are introduced
- Data-processing activities change