



# Privacy Statement



The Society of  
Licensed Conveyancers



SQA Approved  
Centre



THE  
CONVEYANCING  
ASSOCIATION



# Privacy Statement

## Scope

The EU General Data Protection Regulations ("GDPR") will come into effect on 25th May 2018 and will place greater obligations on how companies, such as Conveyancing Academy, handle personal information held about our clients. Conveyancing Academy are committed to protecting and respecting your personal information and privacy. Conveyancing Academy also recognises the importance of the correct and lawful treatment of personal information and will only use your personal information as set out in this Privacy Note.

Conveyancing Academy have appointed a Data Protection Officer to oversee compliance with this Privacy Statement. If you have any questions or queries in relation to the content of this Privacy Statement or how we handle your personal information, please contact our Data Protection Officer at [info@conveyancingacademy.com](mailto:info@conveyancingacademy.com) or by post to Data Protection Officer, Convey 365, Maxwell Chambers, 34-38 Stow Hill, Newport, South Wales, NP20 1JE.

It is important that the personal information that we hold about you is accurate and current. Please ensure that we are updated of any changes to your personal information during the course of our working relationship.

### 1 How Conveyancing Academy Collect Personal Information About You?

We use different methods to collect personal information from and about you, which include:

- Directly from you - Generally, the personal information that we obtain about you will be taken directly from you during your initial induction process to assess prior learning, identification purposes and completing a professional qualification
- Directly from you - We will also obtain personal information from you during email and telephone correspondence / communication with you
- From Third Parties - We will also obtain personal information about you from other sources, which may include your employers or professional examining bodies. Please note that this list is not exhaustive

### 2 The Information Conveyancing Academy Holds About You

Conveyancing Academy will collect and hold certain personal information about you to enable us to comply with your learning plan; to comply with our regulatory responsibilities and to administrate funding requirements.

Such personal information will include:

- Your Title and Full Name
- Contact Telephone Numbers Contact E-mail Address
- Date of Birth
- National Insurance Number
- Occupation
- Proof of Identification
- Evidence of previous qualifications or prior learning

We do not collect any Special Categories of personal information about you - this includes details about your race or ethnicity, religious beliefs, gender, sexual orientation, political opinions, trade union membership, information about your health and genetic information.



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### 3 How Conveyancing Academy Will Use Your Information?

We will only use your personal information when the law allows us to and for the purposes for which we collected the information.

Conveyancing Academy will use the information held about you for the following purposes:

- To achieve compliance with our responsibilities to examining bodies
- To facilitate registration for learning
- To achieve compliance with the requirements of any agreement held with the company/institution/body who referred you to Convey365 or require evidence of your learning
- To achieve compliance with the requirements of our Regulator, the Council for Licensed Conveyancers

### 4 Disclosure of Your Personal Information

Conveyancing Academy will never share the information held about you with an external company/institution/body unless there is a lawful reason for us to do so and the processing is fair and necessary. However, Conveyancing Academy may share relevant elements of the personal information that we hold about you with third parties, which may include:

- Employees of Conveyancing Academy conducting your learning journey
- The company/institution/body who referred you to Conveyancing Academy
- Third party consultants, contractors or other service providers which may access the personal information when providing services to Conveyancing, including but not limited to IT support services
- Government bodies, law enforcement agencies, our regulatory body, legal societies and in response to other legal or regulatory requests from similar third parties, legal advisers, auditors, contractors or other advisers auditing or assisting with any element of your apprenticeship journey

### 5 How Long Conveyancing Academy Will Retain Information Held About You?

Conveyancing Academy will retain the information held about you in accordance with the recommendations made by our examining body SQA, our regulatory body OfQual and in accordance with statutory requirements.

### 6 Your Rights Relating to the Use of Your Data?

Under the GDPR you have certain rights in respect of the processing of your personal information, which may vary dependent upon the legal basis for the collection of your personal information and the uses made of this personal information.

For all uses made of your personal information you have the right to be informed about how we use your personal information. This Privacy Note discharges that obligation. However, further rights may apply in different circumstances, as set out below:

- Right of Access – you have a right to access a copy of the personal information that Conveyancing Academy hold about you (subject to Data Protection Laws)
- Right of Rectification – you have a right to correct personal information that Conveyancing Academy hold about you if the information held is inaccurate or incomplete
- Right to be Forgotten – in certain circumstances you may ask for the personal information held about you to be removed/destroyed (please note the limitations imposed by the retention period delineated above)



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- Right to Restrict Processing - where certain conditions apply you have a right to restrict processing. However, please note that this may affect our ability to provide services to you
- Right to Data Portability - you have the right to have the personal information held about you to be transferred to a nominated third party in accordance with your instructions. You also have the for such information to be transferred in a suitable format
- Right to Object - you have the right to object to certain types of processing, such as marketing. Please note that we will only ever use your contact information for marketing purposes where you have provided express consent
- Right to Withdraw Consent - in the limited circumstances where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time, by providing appropriate notification of the withdrawal of your consent to our Data Protection Officer at [info@conveyancingacademy.com](mailto:info@conveyancingacademy.com) or by post to Data Protection Officer, Conveyancing Academy, Maxwell Chambers, 34-38 Stow Hill, Newport, South Wales, NP20 1JE
- Right of Notification - you have the right to be notified of any breach of our responsibilities in relation to the use of and processing of your personal information

*In the event that you wish to exercise any of these rights, please make your request in writing to our Data Protection Officer.*

## 7 Is Your Information Secure?

Conveyancing Academy will collect and store personal information about you securely. We will only pass this information to other parties where it is appropriate and lawful for us to do so and via controls, which require an identified purpose and which ensure that such information is transferred to such other parties safely and securely.

## Further Information

You have the right to make a complaint at any time to the relevant supervisory authority.

The UK supervisory authority for data protection issues is the Information Commissioners Office (ICO).

*\*Regulatory requirements presently recommend that client/property transactional information is retained for a minimum period of 6 years.*




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 01633 261295

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