

Sharek Centre Privacy Policy Centre for Arabic Language Training Limited (Sharek Centre)

- Sharek Centre is committed to protecting your privacy and your personal information and recognises that you have an interest in how we may collect, use and share your details. The Data Protection Statement below outlines how we use and protect your information and explains the principles behind our commitment to safeguarding that information.
- We use your personal data to fulfil our obligations under a contract, and to provide you with the relevant Sharek Centre services, and to comply with our legal obligations.
- Where we rely on your consent, such as for subscription to our mail-list and marketing emails, you can withdraw this consent at any time.

What does this policy cover?

- This policy (together with our terms of use available under the Terms and Conditions found on our website) explains how any personal data we collect from you, or that you provide to us, will be processed by us when you download our app, enter our competitions and surveys, and when you visit our website.
- It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.
- Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.
- NOTE: For the purpose of the Data Protection Act 1998 (the Act) and the General Data Protection Regulation 2016/679 (GDPR), the data controller is Centre for Arabic Language Training Limited of 90 Great Russel Street, London, WC1B 3 PS, United Kingdom.

Our commitment to you:

- To comply with our obligations under Data Protection Act 1998 (the Act) , the General Data Protection Regulation 2016/679 (GDPR), and any other relevant legislation.
- To keep your personal information and the business you do with us in strict confidence.
- To obtain your personal information lawfully and fairly.
- To maintain appropriate procedures to ensure that personal information in our possession is accurate and, where necessary, kept up-to-date.
- Where we choose to have certain services, such as data processing, provided by third parties we do so in accordance with applicable law and take all reasonable precautions regarding the practices employed by the service provider to protect personal information.
- To maintain appropriate technical and organisational safeguards to protect personal information against loss, theft, unauthorised access, disclosure, copying, use or modification.
- Not to sell your personal information.

Use of your information:

- Any information collected about you will be treated as confidential and will only be used as follows:
- For considering any applications you make to us and for the administration of your course or programme.
- For statistical analysis.
- For marketing purposes, except where you instruct us not to.

Third parties or publicly available sources:

We may receive personal data about you from various third parties and public sources such as those set out below:

- Educational agents - Identity Data, Special Category Data, Criminal Conviction Data, Contact Data and Financial Data.
- Named Referees – Identity Data and Contact Data
- Recruitment agencies – Identity Data and Contact Data
- Disclosure and Barring Service – Criminal Conviction Data
- Providers of technical, payment and delivery services - Contact, Financial and Transaction Data.

What rights do I have?

You have the right to:

- Receive a copy of information we hold about you if you apply for this in writing.
- Have rectified any information that is inaccurate.
- Please be aware that internet communications are not secure unless the data being sent is encrypted. Therefore Sharek Centre cannot accept responsibility for the unauthorised access by a third party and/or the corruption of data being sent to Sharek Centre.

Marketing information

We may inform you of other products or services provided by us, selected partners, or by other companies within the Sharek Centre World Organisation which may be of interest to you.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@sharekcentre.com.