

Data Protection Policy

Introduction

As part of delivering training services to our students, Tolley will need to hold personal data as defined by the General Data Protection Regulations (“GDPR”) rules.

Lexis Nexis has a Privacy Policy and Preference Center:

<https://www.lexisnexis.com/global/privacy/privacy-policy.page>

<https://stayintouch.lexisnexis.co.uk>

The policy will allow us to:

- Collect and store relevant personal data
- Use personal data to deliver exam training services to all students
- Share information with employers and relevant third parties
- Use the information to create statistical analysis/data to improve our delivery and marketing collateral (providing it is anonymised)
- Market relevant products to students during and at the end of their training period provided they have not already opted out

Broadly, under the terms of GDPR, we will:

- Make it clear to students the specific purpose for which their data is to be used
- Give students the ability to approve the use of their data only for a single specified purpose
- Obtain explicit permission from a student before their data can be used for any other purpose (or shared with any third party for any reason)

- Enable students to make a “Subject Access Request” to request access to their personal information
- Enable students to exercise their “right to be forgotten” (i.e. ensure that all personal data is completely erased from systems and records once the relationship ends)
- Notify students of any data breach affecting their data within 72 hours of the incident being discovered

Storing Personal Data

All personal details are held on a secure server so that all details are protected from unauthorised use, modification, or disclosure. The padlock symbol in the web browser means that industry-standard secure server software (SSL) is in place to encrypt any information that is sent. This ensures the safe processing of all personal information.

For more information you may contact our Data Protection Officer at dpo@lexisnexis.co.uk.

A handwritten signature in black ink, appearing to read 'Jonathan Scriven', with a long horizontal flourish extending to the right.

Jonathan Scriven – Director of Tax Markets