

## **Privacy Policy E-Kaliteri LTD**

The Administrator of Your personal data is E-Kaliteri LTD, based in the United Kingdom, Unit 4e, Enterprise Court, Farfield Park, Manvers, Rotherham, South Yorkshire, England, S63 5DB. The recipient of personal data will be employees or partners of E-Kaliteri LTD who are involved in the performance of your service or order.

Personal data will be processed for the period necessary for the performance of the contract, and after that period for the purposes and for the period and to the extent required by law or until the withdrawal of consent. The data will be processed in accordance with the policy and regulation of RODO and applicable data protection laws:

- (a) to issue an invoice and prepare the contract,
- (b) for tax, accounting and financial reporting purposes,
- (c) to monitor recoveries and claims.

You have the right to access the content of your data and the right to rectify, erase, limit, restrict, transmit, object, withdraw or withdraw consent at any time without affecting the lawfulness of any processing carried out on the basis of consent prior to its withdrawal. The provision of personal data is voluntary, however, the refusal to provide such data results in the impossibility of concluding a contract and fulfilling orders.

### **What data are being processed?**

When applying for language courses, you will be asked to provide your name, passport or ID number, email address, telephone number, and (optionally) your Skype ID and number. This information will be used by our Customer Service team to contact you and ensure that your course is properly organised.

### **Who will receive the data?**

The data you have provided will be used to contact you in order to organize the course. Data collected in the course of correspondence between you and Customer Service will be used only to respond to your inquiry. In the event of an ICO (The Information Commissioner's Office) audit, your data may be made available to employees.

The data processed may be entrusted to or accessed by trusted partners only for the purposes necessary for the proper functioning of the School.

The list of trusted partners for consultation can be found at

<https://e-polyglots.com/pdf/dokumenty/list-of-trusted-partners.pdf> .

### **Use of cookies.**

Our website may use cookies to identify your browser when you use our website so that we know which page to view. Cookies do not contain any personal data. The use of cookies does not pose any security risk to your computer. Cookie policy is governed by a separate document available at <https://e-polyglots.com/pdf/dokumenty/cookies-policy.pdf>

### **Contacting us**

In case of any doubts regarding the processing of personal data, any person may request information from E-Kaliteri LTD. Notwithstanding the foregoing, you may lodge a complaint with The Information Commissioner's Office (ICO) United Kingdom.

If you require additional information regarding data protection or would like to exercise your rights, please contact us at [info@e-polyglots.com](mailto:info@e-polyglots.com) .

