

Forward Learning Solutions Ltd

Privacy Policy

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website.

Topics:

1. [Who are we?](#)
2. [What data do we collect?](#)
3. [How do we collect your data?](#)
4. [How we will use your data?](#)
5. [How do we store your data?](#)
6. [Marketing](#)
7. [What are your protection rights?](#)
8. [What are cookies?](#)
9. [How do we use cookies?](#)
10. [What types of cookies do we use?](#)
11. [How to manage your cookies](#)
12. [Privacy policies of other websites](#)
13. [Changes to our privacy policy](#)
14. [How to contact us](#)
15. [How to contact the appropriate authorities](#)

1. Who are we?

Forward Learning Solutions Ltd is a company dedicated to supporting you in achieving your education and university ambitions. We employ a team of experienced experts who offer counselling and support providing comprehensive information about study options with recognised educational institutions worldwide. You can find more information on who we are and what we do on our website: www.forwardlearningsolutions.com

Forward Learning Solutions Ltd registered address is 1 Bell Street, London NW1 5BY – company registration number: 12673493

2. What data do we collect?

Personal data is any information about an individual from which he/she can be identified. The personal data we collect may include the following:

- Personal contact details such as telephone numbers, name, address and email addresses.
- Date of Birth.
- Nationality and country of residence.
- Gender.
- Education history.
- Employment history.

3. How do we collect your personal data?

We collect your personal data through our website, email, and telephone communications or via an approved third-party organisation we work with.

For more information on our approved third-party organisations we work with email us at info@forwardlearningsolutions.com

4. How we will use your data?

- We use the data the candidates provide us to provide informative updates on their course preferences.
- We may use your data information to improve our course offerings and services.
- We may from time to time send you marketing information, new opportunities or such that we feel may be of interest to you.
- We may send your documents to our partner universities when making applications on your behalf.

5. How do we store your data?

We keep your data in a safe and at a secure location safeguarded preventing unauthorised access.

6. Marketing

- Forward Learning Solutions Ltd may send you information about courses and services we offer we feel may be of interest to you.

If you have agreed to receive marketing, you may always opt out later.

You have the right at any time to stop Forward Learning Solutions Ltd from contacting them for marketing purposes or giving their data to our approved third-party organisations.

If you no longer wish to be contacted for marketing purposes, please request this via email to info@forwardlearningsolutions.com

7. What are your protection rights?

Forward Learning Solutions Ltd would like to make sure you are fully aware of all your data protection rights; you are entitled to the following:

- **The right to access** – You have the right to request Forward Learning Solutions Ltd for copies of your personal data. We may charge you a small fee for this service.
- **You have the right at any time to stop** Forward Learning Solutions Ltd from contacting you for marketing purposes or give your data to other organisations we work with.
- **The right to rectification** – You have the right to request that Forward Learning Solutions Ltd correct any information you believe is inaccurate. You also have the right to request Forward Learning Solutions Ltd to complete information you believe is incomplete.
- **The right to erasure** – You have the right to request that Forward Learning Solutions Ltd erase your personal data, under certain conditions.
- **The right to restrict processing** – You have the right to request that Forward Learning Solutions Ltd restrict the processing of your personal data, under certain conditions.
- **The right to data portability** – You have the right to request that Forward Learning Solutions Ltd transfer the data we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have a month to respond to you. If you would like to exercise any of these rights, please email us at info@forwardlearningsolutions.com

8. What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information, visit www.allaboutcookies.org

9. How do we use cookies?

Forward Learning Solutions Ltd uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

10. What types of cookies do we use?

There are several different types of cookies, however, our website uses:

- **Functionality** – Forward Learning Solutions Ltd uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first party and third-party cookies are used.

11. How to manage cookies

You can set your browser to accept cookies, by visiting www.allaboutcookies.org

12. Privacy policies of other websites

Forward Learning Solutions Ltd website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

13. Changes to our privacy policy

Forward Learning Solutions Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 6th October 2020.

14. How to contact us

If you have any questions about Forward Learning Solutions Ltd privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us via email info@forwardlearningsolutions.com

15. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Forward Learning Solutions Ltd has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.