Privacy Notice

Gateway Consultancy Leicester Privacy Notice

Effective Date: 15th July 2024

1. Introduction

Gateway Consultancy Leicester Limited ("we," "us," or "our") is committed to protecting and respecting your privacy and security of your personal information. This Privacy Notice explains how we collect, use, disclose, and safeguard your information when you visit our website, www.gwcl.co.uk (the "Site"), and use our services, in compliance with the General Data Protection Regulation (GDPR), and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR)

Please read this Privacy Notice carefully. If you disagree with the terms of this Privacy Notice, please do not access the Site. If you have any questions about our privacy practices, please get in touch with us at admin@gwcl.co.uk

2. Who We Are

Gateway Consultancy Leicester Limited is a company registered in England & Wales, dedicated to assisting aspiring students from all backgrounds in achieving their dreams of studying abroad. By providing counselling and application guidance services for aspiring students. Our registered office is at The Counting House, High Street, Lutterworth, LE17 4AY, Leicestershire, and our trading office is at Office 26, Leatherline Business Centre, 71 Narrow Lane Road, Leicester LE2 8NA

3. Data/Information We Collect

We may collect and process the following data about you, based on your interaction with us via phone, text, or e-mail conversations, submitting inquiries on our website, or attending events we organised, personal information that we may collect, store and use about you include (but are not limited to):

- Personal Identification Information: Name, email address, phone number, date of birth, country of birth, nationality, gender, disability.
- Previous visa information or government-issued identification number: Passport details and place of residence
- Academic Information: Educational background, qualifications, transcripts, and other related documents.
- Financial Information: Information related to scholarships, grants, and payment details. Bank statements or utility bills may be requested for verification purposes
- Technical Data: IP address, browser type and version, time zone settings, operating system, and platform. browser plug-in types and versions,
- Usage Data: Information about how you use our website and services.
- Marketing and Communications Data: Your preferences in receiving marketing from us and your communication preferences. By registering and attending our events in-person or online, you consent and agree that we may share your contact information with those organizations of interest to you. Therefore, those organizations may send you related information and marketing communication

- Photographs and video recording: Please note that photographs and videos will be taken throughout our events. By registering and attending our events in-person or online, you consent to photography, audio recording, video recording, and its/their release, publication, and/or reproduction. This content might be used for marketing purposes, advertising, inclusion on websites, social media,

4. How We Use Your Information

We use the /information / data we collect for the following purposes:

- Service Delivery: To provide you with information and services that you request from us.
- Application Assistance: To assist you with applications to educational institutions. And other services
- Customer Support: To manage your queries and provide support.
- Operational and business purposes
- Marketing: To send you relevant information about our services, with your consent.
- Website Improvement: To enhance and personalize your user experience on our website.
- Compliance: To comply with legal obligations and protect your data

5. Legal Basis for Processing

We process your data based on the following legal grounds:

Consent: Where you have given us clear consent for processing your data for specific purposes.

Contract: Where processing is necessary for the performance of a contract with you.

Legal Obligation: Where processing is necessary to comply with a legal obligation.

Legitimate Interests: Where processing is necessary for our legitimate interests, and your interests and fundamental rights

To provide and maintain our services.

To notify you about changes to our services.

To allow you to participate in interactive features

6. Data Sharing and Disclosure

We will never share your contact information unless you have given us consent to do so or

we have a lawful right to do so. We may share your personal data with:

Educational Institutions: To facilitate your application process.

Service Providers: Who provide IT and system administration services.

Regulatory Authorities: Where required by law.

Your consent to share can be withdrawn at any time, you can contact us by e-mail to opt-out

7. Data Security

We have implemented appropriate security measures to prevent your data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. We also limit access to your data to those employees, agents, contractors, and other third parties who have a business need to know. Personal data are stored electronically within the organization on computers, locked with unique login details; and in internal database software that asks for the username and password for accessing.

8. Data Retention

We will only retain your data for as long as necessary to fulfill the purposes we collected it for, including to satisfy any legal, accounting, or reporting requirements. personal information will be securely deleted or destroyed when it's no longer needed.

9. Your Rights

Under GDPR, you have the following rights regarding your data:

Access: Request access to your data.

Correction: Request correction of any inaccurate or incomplete data.

Erasure: Request the erasure of your data where there is no good reason for us to continue to process it.

Objection: Object to processing of your data.

Restriction: Request restriction of processing of your data.

Data Portability: Request the transfer of your data to another party.

10. Contact Us

If you have any questions about this Privacy Notice or our data protection practices, please contact us at:

Email: admin@gwcl.co.uk

Address: Office 26, Leatherline Business Centre, 71 Narrow Lane Road, Leicester LE2 8NA

11. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any changes will be posted on this page, and where appropriate, notified to you by email. This Privacy Notice was last updated on 15th July 2024

12. By using our website and services, you agree to the terms of this Privacy Notice.