



[www.mnawards.co.uk](http://www.mnawards.co.uk)

## Privacy Policy for MN Awards

Effective Date: January 2024

### **1. Introduction**

Welcome to MN Awards (“we,” “our,” “us”). This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website [www.mnawards.co.uk](http://www.mnawards.co.uk) (the “Site”). Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not access the site.

### **2. Data Collection**

#### 2.1 Personal Data:

We collect personal data when educational businesses and teachers sign up to our site. The data collected includes:

- Full Name
- Email Address
- Telephone Number
- Password
- Student Details: Full Name, Preferred Pronouns, Ethnicity, Date of Birth, Unique Learner Number (if applicable), and Parents’ Full Name (for students under 18).

#### 2.2 Data Collection Methods:

- User-provided information during sign-up.
- Analytics for website traffic and usage via Wix.

### **3. Data Use**

We use the collected data to:

- Provide our services and facilitate the Ofqual regulated exams.
- Process payments.
- Contact users regarding their account and service updates.
- Market to users who have signed up but not used their account.

#### **4. Data Sharing**

We do not share your personal data with third parties unless required by law or necessary to protect our rights.

#### **5. Data Security**

We use Wix's built-in security measures, hosted on AWS and Google Cloud Platform, which comply with industry standards including ISO 27001, ISO 27017, ISO 27018, SOC 1, SOC 2, SOC 3, and PCI DSS Level 1. We implement a variety of security measures to maintain the safety of your personal information, including encryption and secure access protocols.

#### **6. Data Retention**

We retain user profiles until the user requests account closure or we close it due to inactivity. We regularly review the data we hold and delete information that is no longer necessary for our business operations.

#### **7. User Rights**

##### 7.1 Access and Correction:

Users can access and correct their personal data via their profile settings.

##### 7.2 Data Deletion:

To request data deletion, users must contact us at [office@mnawards.co.uk](mailto:office@mnawards.co.uk).

##### 7.3 Data Portability:

For data portability requests, users should contact us at [office@mnawards.co.uk](mailto:office@mnawards.co.uk).

##### 7.4 Opt-Out:

Users can opt-out of marketing communications through links provided in our emails.

## **8. Cookies and Tracking**

We do not use cookies for personal data collection. Users can manage cookies via the 'settings' option on the cookies banner. Our website may collect anonymous data for performance and analytics purposes.

## **9. Legal Basis for Data Processing**

We process data based on user consent and legitimate interests to provide our educational services.

## **10. Children's Privacy**

We comply with GDPR standards for protecting children's data. Teachers, not children, register on our site and provide necessary student details. We ensure that parental consent is obtained for the data of students under 18.

## **11. Regulatory Compliance**

We adhere to GDPR and other relevant data protection regulations. We conduct regular audits to ensure compliance with these standards.

## **12. Policy Updates**

We will notify users of any changes to this privacy policy via email. Continued use of our services after any changes are made signifies acceptance of those changes.

## **13. Third-Party Links**

Currently, there are no third-party links on our website. Should this change, we will ensure any links comply with our privacy standards and inform users accordingly.

## **14. User Responsibilities**

Users are responsible for maintaining a strong password to protect their account. We recommend changing passwords regularly and using a combination of letters, numbers, and special characters.

## **15. Intellectual Property**

### 15.1 Ownership of Content:

All written guidance, exam materials, tasks, class plans, screen acting exercises, and other content provided on our website are the intellectual property of MN Awards. This content is protected by copyright laws and international treaties.

### 15.2 Prohibition on Copying:

Users are strictly prohibited from copying, reproducing, distributing, publishing, or creating derivative works from any content found on our website without explicit written permission from MN Awards.

### 15.3 Permitted Use:

Users may only use the content for purposes as intended by the services provided by MN Awards. Any other use of the content without prior written consent is strictly prohibited.

### 15.4 Consequences of Violation:

Any unauthorised use of our content may result in termination of access to our services and may also be subject to legal action to protect our intellectual property rights.

### 15.5 Reporting Violations:

If you become aware of any unauthorised use of our content, please contact us immediately at [office@mnawards.co.uk](mailto:office@mnawards.co.uk).

## **16. Contact Information**

If you have any questions about this Privacy Policy, please contact us at:

- Email: [office@mnawards.co.uk](mailto:office@mnawards.co.uk)
- Phone: +44 (0)207 052 4587