



## OUR PRIVACY POLICY

Expectancy is an independent limited company offering professional courses for midwives and other maternity care providers. Our courses and study days are available to individuals and groups in London and can also be provided on your own premises for maternity service organisations and universities, in the UK and overseas.

If you make an online enquiry about our courses, voluntarily providing your name, email address and telephone to download information, your data will be used solely for the purpose of providing you with the information you have requested. We do not keep your details on file until you are registered for a course or study days with Expectancy.

For individuals registered to study with Expectancy, it is necessary for us to hold some personal data about you. We use this information to administer your study programme, record your academic results, manage your fee payments and, where necessary, to assist us in debt collection. We do not require photographic identification.

The personal information we retain during your programme of study includes your full name (for your certificate), postal address, telephone number and email, as well as your place of work and the dates of commencing and completing your programme. Although we request evidence of current registration with the Nursing and Midwifery Council as part of the application process, we do not keep this information on file once you have been accepted on to the programme of study. Your postal address is retained only by our Finance Department until you have paid in full for your study programme; this information is not shared with members of the teaching team without your permission.

We do not disclose to outside agencies that you are a student with Expectancy, nor do we share your information with any other organisation at any time. If it is deemed necessary to contact your

employing authority (for example, if you are being funded and your manager has requested assessment information) this will only be done with your explicit written permission.

We do not collect data on your gender, age, ethnic origin, religious or sexual orientation, nor about health and disability. In the event of any health or personal issues arising during your programme of study which may have a bearing on your academic achievement or the submission of assignments, data which you have given voluntarily will be held only by the Academic Conduct Officer for the duration of your programme and only for the purpose of ensuring that illness or disability does not disadvantage you. This information will not be shared with the Education Director nor with other lecturers without your permission.

On completion of your study programme, once your certificate has been dispatched and your fees have been paid in full, we keep only your name and academic results on file; we do not retain your original assignments nor your reflective diary. With your permission, we keep your email address on file for three years so that we can inform you of new educational opportunities and Expectancy events; we do not divulge this information to any other party. Information on your academic results is retained for three years in case you require a reference or a duplicate certificate. *Please note: after this time, it is your responsibility to produce documentary evidence of your studies to support this process.*

In respect of social media, such as Facebook, Instagram and our quarterly online newsletter, we invite you to opt-in or opt-out, in writing, to receive notifications and information about our courses. We will ask you to consent to our retention of your name and email for these purposes and will not disclose your data to any other party for any purpose whatsoever.

You have the right to request in writing full disclosure of the information that we have retained on file about you. If you wish to exercise your legal right to view this information, please contact the Education Director for more details.