

Privacy policy

1. Introduction

- 1.1** Law Training Centre (Kent) Ltd (“Law Training Centre”, “we”) provides professional education to learners in the UK and internationally. When we collect and use your personal data, we act as a data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- 1.2** The purpose of this privacy policy is to explain how Law Training Centre (Kent) Ltd collects, stores and uses your personal data and how we make sure that we meet our legal obligations.
- 1.3** If you have any questions about this policy or how we process your personal data, please contact: info@ltckent.co.uk

2. What personal data we collect

- 2.1** When you participate in our courses, we may collect personal information about you. This falls within the following categories:

Identity data	Information from which a person can be identified, this will include your name, gender and date of birth.
Contact data	Information such as telephone numbers, address and email addresses.
Academic data	Information such as your education and qualifications on enrolment. Once you are actively participating within a course, we will collect a range of student data that includes your progress, results, tutor and student communications and feedback.
Special category data	Disability or other medical information (only where voluntarily provided).
Financial data	Information which includes bank account and payment card details in order to process any payments to which you have given permission.
Marketing and communications data	Information containing your contact preferences and engagement.
Monitoring data	Information required by regulatory bodies.

3. How we collect your data

3.1 Law Training Centre collects personal data:

- a. Directly from you when you enquire, enrol, or participate in a course
- b. Through your engagement with our learning platforms
- c. From employers or sponsors where authorised
- d. From referral partners for overseas learners
- e. Through our website, apps, and digital services

- 3.2** You are not obliged to provide personal data, but without it we may be unable to enrol you or provide services.

4. Why we use your data

- 4.1** We use your personal data for the following purposes:

- a. To confirm your identity when you contact us or submit an enrolment form.
- b. To respond to enquiries and process enrolments onto our courses.
- c. To administer and manage our courses, including sending course materials, monitoring learner progress, recording results, and submitting information to qualification or regulatory bodies.

- d. To inform you of changes to our courses, services, or operations.
- e. To manage appeals, complaints, conduct concerns, and matters relating to learner wellbeing.
- f. To provide marketing communications, newsletters, invitations, and offers relating to existing or new courses, with the option to opt out at any time.
- g. To operate courses or workshops delivered through different media where you may share information with us or publicly, subject to applicable terms.
- h. To determine eligibility for certain products, services, or offers.
- i. To manage any business or professional relationship we may have with you.
- j. To consider applications for employment.
- k. To conduct market research and support the development of new courses and programmes.
- l. To process and fulfil payments.
- m. To amend records where necessary to remove or update personal information.
- n. To support everyday business operations that require the use of personal data.

4.2 We have a legitimate interest to process the personal information we collect to confirm your participation in a programme and engage further with you through offering you an agreed service.

4.3 The lawful basis each purpose is set out as follows:

Purpose	Lawful Basis
Enrolment, identity verification, course delivery, assessment, certification	Contract
Qualification and Regulatory reporting	Legal obligation
Disability adjustments	Explicit consent
Payment processing	Contract
Managing appeals, complaints, withdrawals, wellbeing concerns	Consent or legitimate interest
Marketing communications	Consent or legitimate interest
Market research and course development	Legitimate interest
Employment applications	Contract / legal obligation

5. Who we share your data with

5.1 We may share your personal data with:

- a. Tutors, staff, contractors, and service providers under formal agreements
- b. Qualification and regulatory bodies
- c. Employers or sponsors (where fees are paid on your behalf)
- d. Auditors, accountants, and government authorities where legally required
- e. Third parties in the event of a corporate restructure
- f. Partners for overseas learners (where applicable)

5.2 All third parties are required to protect your data to the same standard we do.

6. Where your information is stored and processed

6.1 We use various systems and services to safeguard the personal information we store, as part of our business systems and processes. Your personal information will be held and processed in the UK by Law Training Centre.

6.2 If you are an overseas student that has been referred to Law Training Centre by one of overseas partners, data will be shared with the referring partner for the purposes of them to operate their programmes.

7. How long we keep your data

7.1 We retain personal and academic data for **six years from the date of enrolment**, unless a longer period is required by law or regulatory bodies.

8. Your rights

- 8.1** You have a number of rights under the Data Protection Laws in relation to our processing of your personal data. You have the right to:
- a. Access your personal data
 - b. Request correction or deletion
 - c. Restrict or object to processing
 - d. Request data portability
 - e. Withdraw consent (where consent is the lawful basis)
 - f. Object to automated decision making where the decision has a legal or significant impact on you
- 8.2** You may contact us to exercise any of these rights. You may request access to the personal data we hold about you using our DSAR form available from info@ltckent.co.uk or by contacting us directly. We may ask you to verify your identity before releasing information. We will respond within one month of receipt of the completed request.

9. How to complain

- 9.1** If you have any concerns regarding our processing of and handling of your personal data, or are not satisfied with our handling of any request made by you, or would otherwise like to make a complaint, please contact info@ltckent.co.uk, in the first instance using the details at the start of this privacy policy, so that we can do our very best to resolve any issues.
- 9.2** If unresolved, you may contact the [Information Commissioner's Office](#) at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. Updates to this policy

- 10.1** We may update this policy from time to time. The latest version will always be available on our website.