

The Philosophical College, Unit 21 Bassendale Road Bromborough Wirral CH62 3QL (“**we**”, “**us**”) may process information relating to you as an identified or identifiable person (“**personal data**” or “**personal information**”). With this Privacy Policy, we want to inform you on how and for which purposes we use your personal information, with whom it is shared and what control and information rights under the EU General Data Protection Regulation (“**GDPR**”) you may have.

## **1. How do we use your personal data**

### **a. Contacting us and using our services**

We may collect from you as a representative of one of our potential or existing business customers the following personal data:

- name and address details (e-mail address, postal address.);
- your written communication with us.

We use this data to communicate with you and to provide you with your certificate if you provided your details to us through an online purchase.

Processing of such personal data for the purposes of customer relations is justified to the extent:

- you have given your explicit consent;
- it is necessary for performance of providing you with your certificate.
- it is necessary for compliance with legal obligations that we are subject to, such as tax laws;
- it is necessary for purposes of our legitimate interests, such as invoicing and the establishment, exercise, or defence of legal claims.

The legal basis for the processing of your personal information for the purpose of customer relations is Art. 6 (1)(b), (c) and (f) GDPR.

### **b. Cookies**

We do not use any analytical or non-essential cookies on our website. The only cookie used is to allow operation of the shopping cart functionality on our website. Cookies are text files placed on your computer, which can be accessed to remember your preferences or previous activities, to analyse the use of our website, and to match information on your use of the website with other personal information processed by third parties. These cookies usually remain on your computer until you delete them in in your browser settings. We may use cookies that are technically necessary for certain features you may request on this website.

### **c. Automated decision-making**

We do not use your personal data for automated decision-making which produces legal effects concerning you or similarly significantly affects you.

## **2. How long do we retain your personal information**

We strive to keep our processing activities with respect to your personal data as limited as possible. In the absence of specific retention periods set out in this policy, your personal data will be retained

only for as long as we need it to fulfil the purpose for which we have collected it and, if applicable, as long as required by statutory retention requirements.

### **3. With whom do we share your personal information**

#### **a. Third Parties**

We do not share the data you provide to us with any third parties. If you make a purchase through our site you will be directed through to PayPal for the payment details, these details are not seen by ourselves and remain with PayPal.

#### **b. Mergers and acquisitions**

If we undergo corporate restructuring or are sold to a third party, any personal data we hold about you may be transferred to that restructured entity or third party in compliance with applicable laws. The legal basis for such processing is Art. 6(1)(f) GDPR.

#### **c. Public authorities**

We may disclose your personal data if legally entitled or required to do so, for example if required by law or by a court order. The legal basis for such processing is Art. 6(1)(c) GDPR.

### **4. Which rights do you may have regarding your personal data**

Under the legislation applicable to you, you may be entitled to exercise some or all of the following rights:

- require (i) information whether your personal data is retained and (ii) access to and/or duplicates of your personal data retained, including the purposes of the processing, the categories of personal data concerned, and the data recipients as well as potential retention periods;
- request rectification, removal or restriction of your personal data, e.g. because (i) it is incomplete or inaccurate, (ii) it is no longer needed for the purposes for which it was collected, or (iii) the consent on which the processing was based has been withdrawn;
- refuse to provide and – without impact to data processing activities that have taken place before such withdrawal – withdraw your consent to processing of your personal data at any time by sending an e-mail to [admin@thephilosophicalcollege.com](mailto:admin@thephilosophicalcollege.com);
- not to be subject to any automated decision making, including profiling (automatic decisions based on data processing by automatic means, for the purpose of assessing several personal aspects) which produce legal effects on you or affects you with similar significance;
- require (i) to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and (ii) to transmit those data to another controller without hindrance from our side; where technically feasible you shall have the right to have the personal data transmitted directly from us to another controller;
- take legal actions in relation to any potential breach of your rights regarding the processing of your Personal data, as well as to lodge complaints before the competent data protection regulators;
- object at any time to use of your personal information:

- for the purpose of direct marketing; or
- on grounds relating to your particular situation.

## **5. Contacting us**

Please submit any questions, concerns or comments you have about this privacy policy or any requests concerning your personal data at [admin@thephilosophicalcollege.com](mailto:admin@thephilosophicalcollege.com). The Information you provide when contacting us will be processed to handle your request and will be erased when your request was completed. Alternatively, we will restrict the processing of the respective information in accordance with statutory retention requirements.

## **6. Amendments to this policy**

We may change this Privacy Policy from time to time by updating our website respectively. In case we want to use personal information for other purposes than defined in this Privacy Policy at the time of its collection, we will inform you by separate notice. This Privacy Policy was last updated on 20th December 2020.