

Privacy Policy Notice

The policy: This privacy policy notice is for this website; [<http://futurelingo.co.uk/>] and served by [Future Lingo Ltd & 4 Trevaskis Meadow, Connor Downs, Hayle, Cornwall, England, TR27 5FL] and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy, you may wish to cease viewing / using this website.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business, [Future Lingo Ltd].
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device.

Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

- We are registered with the ICO under the Data Protection Register, our registration number is: ZA235123

Filling in our Contact Form / Emailing us via info@futurelingo.co.uk

Lawful basis: Legitimate interests

The reason we use this basis: We will need this information so we can reposed to your questions via email.

We process your information in the following ways: We process your Email address, Subject of email and your Message.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties.

Email Newsletter Sign Up

Lawful basis: Consent

The reason we use this basis: We need your consent to send you marketing emails.

We process your information in the following ways: Email address, I.P address, Subscription time & date, Name

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.



Sharing your information: We do not share your information with third parties.

Job Applications

We use JOIN for our job advertisements. <https://join.com/>

Lawful basis: Legitimate interests

The reason we use this basis: We will need see if you are suitable for our positions and will need to be able to contact you via email to let you know the outcome.

We process your information in the following ways: First and Last Name, CV, Cover Letter message, Email address, Phone Number

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

How do I withdraw my consent?

If you change your mind you can withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information at any time. To do this please use any of the methods available in the contact section of this website.

Your individual rights

Under the GDPR your rights are as follows. You can read more about [your rights in details here](#);

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.



We handle subject access requests in accordance with the GDPR.

Data Breach Notifications

In the event of a breach we will notify affected users, and the Information Commissioners Office (ICO), within 72 hours of first having become aware of the breach.

Internet cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third party website.

Some cookies are required to enjoy and use the full functionality of this website.

Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Website Visitors

When someone visits <http://futurelingo.co.uk/> we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Transparent Privacy Explanations

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

Email marketing messages & subscription

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third party service provider of software / applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time. See any marketing messages for instructions on how to unsubscribe or manage your preferences, you can also [unsubscribe from all MailChimp lists](#), by following this link, otherwise contact the EMS provider.

Our EMS provider is; [<https://mailchimp.com/>]. We hold the following information about you within our EMS system;

- Email address
- I.P address
- Subscription time & date
- Name

Privacy Policy Changes

Although most changes are likely to be minor, Future Lingo Ltd may change its Privacy Policy from time to time, and in Future Lingo Ltd's sole discretion. We encourage visitors to frequently check this page for any changes to its Privacy Policy. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.