

Atomwide Ltd, trading as AdEPT Education, is part of the AdEPT Group. We are based at Unit 2-3, Ravensquay Business Centre, Cray Avenue, Orpington, Kent, BR5 4BQ.

We may process “personal data” and/or “special category” data, (as defined in UK data protection legislation), as part of our contracted services and/or in our own administration. This applies where we are the Data Controller (i.e. responsible for our own data) or where we are the Data Processor or Sub-processor when we may process data on instructions from a Public Authority (direct as a “client”) and/or clients themselves, who in turn may act as an intermediary.

Data may be shared with third parties as part of our contracted services, for our own administrative services and/or if we are required to do so by UK law. We cannot accept liability for any processing by a third party conducted outside our remit.

Data may be held in physical and/or electronic format. We utilise cloud-based services as well as storing data on our own local servers and third party server space. We may, therefore, transfer data to countries within the European Economic Area (EEA) but do not knowingly transfer data worldwide on a regular basis. For our company data, we hold data as long as they are pertinent to the reasons for collection and processing, and/or as may be required by statute. Where appropriate we may hold data on instruction from a data controller. Once no longer required data are destroyed by secure means.

As required by UK law, we have conducted a cookie audit on our websites. We may utilise cookies for analytical purposes or for accessibility to our services.

None of the above affects your rights under the legislation. You have the right to request a copy of any personal data we may hold on you. Such requests must be made in writing – email is acceptable to the company.

If you are dissatisfied with the response from us and/or anything in this privacy notice, you have the right to make a complaint to the Information Commissioners Office (ICO) direct: <https://ico.org.uk/>, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF