



## Privacy Notice – Online Summer School

<b>Document Name</b>	Privacy Notice – Online Summer School
<b>Brief Description</b>	Privacy Notice
<b>Responsibility</b>	
<b>Initial Issue Date</b>	

Date	Version Number	Summary of Changes	Reviewer name & department
01/04/2025	0.1	First draft	

Information Classification: Public

V0.1



## 1. Introduction

Navitas respects your right to privacy. This privacy notice explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights.

Navitas reserves the right to make changes periodically to this Privacy Notice at our discretion, when needed. Any changes will be communicated to you, so you are kept up to date with the information you are entitled to.

## 2. Navitas

Navitas is a global education provider (ABN 69 109 613 309). Our head office is in Perth, Western Australia at the following address:

Navitas Pty Ltd Level 8 Brookfield Place

125 St Georges Terrace PERTH WA 6000 Australia

The Company has subsidiary companies and affiliated organisations operating in Australia, New Zealand, Canada, UK, Europe, Africa, Southeast Asia, North Asia, South America, the Middle East, and the USA, collectively called the “Company”.

The European head office is in the UK at the following address:

Navitas UK Holdings Limited

The Lambourn

Wyndyke Furlong

Abingdon

Oxfordshire

OX14 1UJ

You can contact Navitas for any privacy related questions or concerns, from any country in the world by emailing the Privacy Team at [privacy@navitas.com](mailto:privacy@navitas.com)



### **3. The personal data we are collecting from you and how we will use it**

If you choose to register your interest in our Online Summer School, Navitas will be collecting from you the following personal data:

- Full name
- Email address
- Phone number
- School name
- Country

We will capture your personal data within Survey Monkey, whose Privacy Notice is [here](#). Your data will be used to follow up with you, once you have registered your interest in our Online Summer School, and support you to make a deposit payment and secure your place.

### **4. The lawful basis for collecting and processing your personal data**

Lawful basis for processing – Legitimate Interests

\*please ask for a copy of the Legitimate Interest Assessment if required.

### **5. How long do we keep your Personal Data?**

This information will be securely kept for no longer than one year.

### **6. Sharing your Personal Data**

Aside from sharing with Survey Monkey in order to capture your personal data for registering your interest, Navitas will not share your personal data outside the UK, or with any other external parties or companies.

### **7. International Transfers of your Personal Data**

Our personal data will be sent to the United States of America via our partner Survey Monkey. However, they have all the appropriate safeguards in place to ensure that your personal data is kept safe and secure. You can read about those safeguards in the link to their privacy notice, as above in section 3, and [here](#).

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## 8. Your rights over your Personal Data explained

The rights you have may be different depending on where you live in the world, or where in the world Navitas is using your personal data.

If your country is not listed below, please contact: [privacy@navitas.com](mailto:privacy@navitas.com) for further information.

If you live in the UK or the EU (including Liechtenstein, Norway, and Iceland) your rights are listed below. Depending on what lawful basis is being used to collect and process your personal data, some of the data subjects rights may not be engaged. We have highlighted those which apply to you in respect of the personal data we are using in this privacy notice, below in bold.

- Right of access – Request a copy of the personal data Navitas holds on you.
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to portability
- Right to object
- automated decision-making, including profiling

If you live in Australia, you have the right to:

- Request anonymity and pseudonymity
- Request for information not to be used for marketing purposes
- Access and review personal data we hold about you
- Rectify/correct any inaccurate personal information we hold about you

If you live in New Zealand or Canada, you have the right to:

- Access and review personal data we hold about you
- Rectify/correct personal data we hold about you

If you live in the United States of America, you have the right to:

- Access and review personal data we hold about
- Rectify/correct personal data we hold about you
- Be informed of any disclosures
- Request deletion of your information

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For any questions, queries, or to make a request, no matter where in the world you are located, please email [privacy@navitas.com](mailto:privacy@navitas.com).

## 9. Questions or Issues you may have

If you are contacting us to complain about an alleged breach of this Privacy Notice, or you have a question, please provide us with as much detail as possible so that we can deal with your concern quickly and effectively.

We will take every privacy complaint seriously and assess it with the aim of resolving the issue swiftly.

## 10. Our Contact Details

If you wish to contact the DPO for Navitas, and raise any queries or concerns, they can be contacted via [privacy@navitas.com](mailto:privacy@navitas.com)

## 11. Contacting your Supervisory Authority

If you need to make a complaint about how Navitas collects and uses your personal data, we kindly ask that you contact us in the first instance on [privacy@navitas.com](mailto:privacy@navitas.com). The Regulators, no matter what country they reside in, would prefer that Navitas tries to resolve any issues with you first before you contact them.

However, the Regulators are there for your concerns, and if you feel Navitas has not handled your complaint appropriately, we encourage you to contact them. Navitas is committed to open and transparent processing of your personal data and welcome the Regulators view.

You may contact the Regulator in whichever country you live and details of them can be found via a quick Google search, if you are not already aware of them. Alternatively, please reach out to our privacy team for advice, they will be happy to assist you.



## UK

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [casework@ico.org](mailto:casework@ico.org)

**Telephone:** 0303 123 1113

Website - [www.ico.org.uk](http://www.ico.org.uk)

## Australia

Australian Information Commissioner (OAIC)

Telephone +61 1300 363 992

Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

Website: [www.oaic.gov.au](http://www.oaic.gov.au)