



Leap 2 Learn Bolton Privacy Policy

Version: V3.00

Effective Date: September 03, 2025

Next Review: December 2025

1. Who We Are

Leap 2 Learn Bolton Ltd (“we”, “us”, “our”) is a UK-based student recruitment agency. We support students aged 18 or over (UK citizens, or those with settled or pre-settled status) in accessing higher education opportunities at UK universities. We are the Data Controller for the personal data we collect and process.

Contact details:

- Address: 105A Chorley Old Road, Bolton, BL1 3AS, United Kingdom
- Email: account@leap2learnbolton.uk
- Telephone: 01204350563
- Mobile: 07471757854

2. How We Collect Your Information

We collect personal data in the following ways:

- **Directly from you:** when you complete application forms, contact us by phone, email, or in person.
- **Automatically:** when you use our website or digital platforms (e.g., IP address, browser type, cookies, if applicable).
- **From third parties:** such as verification services (e.g., UKVI Share Code service) or referees who provide supporting information for your applications.



3. What Information We Collect

We may collect the following personal data:

- Name, date of birth (to confirm age eligibility)
- Contact details (address, phone number, email)
- Education and qualification history
- Immigration or residency status (UK citizenship, settled, or pre-settled status)
- Supporting documents (e.g., passport, bank statement or utility bill, Share Code, CV)

We do not collect or process data of individuals under the age of 18.

4. How We Use Your Information & Lawful Basis

We process personal data only where we have a lawful basis under the UK GDPR and the Data Protection Act 2018. Uses include:

- Student recruitment and application support (Contract)
- Eligibility checks and compliance with immigration/residency rules (Legal obligation / Legitimate interests)
- Responding to enquiries and providing advice (Legitimate interests / Contract)
- Communications about applications, services, or events (Contract / Consent)
- Regulatory compliance and record keeping (Legal obligation)
- Improving our services and website (Legitimate interests)

5. Who We Share Data With



We only share your personal data with:

- UK universities and educational institutions relevant to your applications.

We do not share your data with any other third parties, and we never sell or trade personal data.

6. Third-Party Processors & Data Processing Agreements

Where we engage third-party service providers to process personal data on our behalf (e.g., IT support, cloud storage, or communications providers), we ensure that a **Data Processing Agreement** is in place. These agreements clearly define the roles, responsibilities, scope, purpose, duration, and security obligations of the processing, in line with **Article 28 UK GDPR**.

7. International Data Transfers

We do not routinely transfer personal data outside the UK.

However, where it is necessary (for example, where a cloud service provider stores data on servers overseas), we will ensure that appropriate safeguards are in place, in accordance with the UK GDPR. These may include:

- Adequacy regulations issued by the UK Government, or
- Standard Contractual Clauses approved by the Information Commissioner's Office (ICO).

8. Data Retention

We retain personal data only for as long as necessary:

- Student records: retained for up to 2 years after your last interaction or application.



- Supporting documents (e.g., passports, proof of address, CVs): retained for up to 12 months.
- Enquiries not leading to applications: retained for up to 12 months.

9. Your Rights

You have the following rights under UK data protection law:

- **Access** – request a copy of the data we hold about you.
- **Correction** – ask us to correct inaccurate or incomplete data.
- **Erasure** – request deletion of your data in certain circumstances.
- **Restriction** – ask us to limit how we use your data.
- **Objection** – object to processing based on legitimate interests or direct marketing.
- **Data portability** – request your data in a machine-readable format.
- **Withdraw consent** – where processing is based on consent.

Requests can be made by contacting: account@leap2learnbolton.uk.

10. Complaints

If you are unhappy with how we handle your data, please contact us first.

You also have the right to complain to the Information Commissioner's Office (ICO):

- Website: www.ico.org.uk
- Telephone: 0303 123 1113
- Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



11. Students Under 18

We only provide services to students aged 18 or over. We do not knowingly collect or process data relating to individuals under 18.

12. Children's Data (Safeguard Note)

If we become aware that we have inadvertently collected data about someone under 18, we will securely delete it.

13. Updates to This Policy

We may update this Privacy Policy from time to time, particularly to reflect changes in law such as the **Data (Use and Access) Act 2025**. Updates will be posted on our website, and where significant, we will notify you directly (e.g., by email).

Last updated: September 03, 2025

Contact Us

For any privacy-related queries, please contact:

 account@leap2learnbolton.uk