



Privacy Notice

1 About us

1.1 We are TOPIQ LIMITED, a company registered in England and Wales under company number: 08026343. Our registered office is at: Little Trevarrack Cottage, Laity Lane, Carbis Bay, St. Ives, Cornwall TR26 3HQ.

2 How to contact us

2.1 You can contact us by sending an email to hello@beam-education.co.uk or via the contact us section of our website (the 'Website').

3 Who this notice applies to

3.1 Please read this Privacy Notice carefully. Any reference to 'we', 'us' or 'our' in this Privacy Notice is to TOPIQ LIMITED, and any reference to 'you' or 'your' is to the person using our services or Website.

4 The type of personal information we collect

4.1 We currently collect and process the following information:

4.1.1 [personal identifiers and contact details: name, email address, postal address, telephone number, payment or bank account details and such other information as you may choose to provide to us when you communicate with us via email, our Website or otherwise; or when you use any of the services that we make available to third parties that you use via that third party];

4.1.2 [the information collected by the cookies we use on our Website (see our Cookie Notice for further information)]

5 How we get the personal information and why we have it

5.1 [You may provide us with personal information when you access and/or engage with us through our Website or engage with us [through the order process] on our Website or when you contact us by email or telephone or via our Website; or when you use any of the services that we make available to third parties that you use via that third party].

5.2 We use the information that you have given us in order to [process your order, communicate with you, and to provide the services we make available].

6 Sharing personal information

6.1 We may share this information with selected third parties who help us to run our business and to provide the services. These include the following organisations for the following reasons:

6.1.1 [our Website provider where necessary for the purposes of operating and maintaining our Website];

6.1.2 [payment processors, ie Stripe, or similar, to facilitate payments];

6.1.3 [any contractors or specialist third parties who assist us in providing the services];

6.1.4 [postal and courier services where we need to deliver anything to you other than by email]

7 Legal basis for processing

7.1 Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are that [we have a contractual obligation to you and/or we have a legitimate interest].

8 How long we store your personal information

8.1 The law requires that we keep your personal information only for as long as is necessary for the purposes for which we are using it. How long we keep your personal information depends on a number of factors, including the purposes for which we are using the information, the amount and sensitivity of the information, the potential risk from any unauthorised use or disclosure of the information, our legal and regulatory obligations, and insurance requirements. We securely delete your information when we no longer need it.

9 Your data protection rights

9.1 Under data protection law, you have rights including:

9.1.1 Your right of access - You have the right to ask us for copies of your personal information.

9.1.2 Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

9.1.3 Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

9.1.4 Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

9.1.5 Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

9.1.6 Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

9.2 You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

9.3 Please contact us by email to hello@beam-education.co.uk if you wish to make a request.

10 How to complain

10.1 If you have any concerns about our use of your personal information, you can make a complaint to us by sending an email to hello@beam-education.co.uk

10.2 You can also complain to the ICO if you are unhappy with how we have used your data.

10.3 The ICO's address is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Helpline number: 0303 123 1113 / ICO website: <https://www.ico.org.uk>