



Privacy Notice (collection of personal data)

Ixion Holdings is a not-for-profit group of companies that is a subsidiary of The Shaw Trust (a major UK Charity).

Ixion Holdings is committed to protecting your personal data and ensuring that your rights to privacy are protected. This privacy policy explains how we use any personal information we collect about when you engage with Ixion Holdings.

Roles and responsibilities

Ixion Holdings is the Data Processor on contracts that it administers on behalf of its commissioners DWP / MoJ / ESFA / Big Lottery, and where these commissioners are Co-Financing organisations for the European Social Fund. The Commissioners are the Data Controller for all personal data which it prescribes that Ixion collects on its behalf.

Where personal data is collected that is not a contractual requirement Ixion Holdings will be the Data Controller.

Ixion Holdings has a Group Data Protection Officer, and can be contacted by emailing: dpo@ixionholdings.com or in writing to Ixion Head Office (See <http://www.ixionholdings.com/ixion-corporate/about-us/contact-us> for address details) for the attention of Data Protection Officer.

What Personal Data we collect

The personal data collected by Ixion Holdings varies between each contract. Annex A of this Privacy Notice contains a breakdown per contract of the data collected.

The data may also include sensitive / special information that you choose to provide, such as:

- a) your racial or ethnic origin (only for statistical purposes)
- b) data concerning your health

Processing of Personal Data

Ixion Holdings only processes your data where we have a legal basis to carry this out.

For non-special / non-sensitive data:

- where it is necessary for the performance of any contract you may have with Ixion Holdings, or to take steps to enter into such a contract
- where it is necessary for the purposes of the Ixion's legitimate interests



For special / sensitive data:

- where it has been manifestly made public by you. This could be data consisting of racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health or data concerning a person's sexual orientation.

In addition to the above bases, Ixion will process your personal data where it has received your explicit, freely given consent, for example by ticking a consent check box on the data collection form.

Sharing of Personal Data

The personal data you have supplied to Ixion Holdings may be shared with third parties for administration and / or management purposes, where it is necessary or desirable and lawful for Ixion to do so. However, Ixion will share only the minimum information that is necessary.

Annex A of this policy details the 3rd Parties for whom we share data with by contract / business area.

The information will not be processed outside the European Economic Area without your prior written consent.

Retention of Data

The personal data collected and stored by Ixion Holdings will be retained for as long as contractually obliged or through lawful consent. Retention periods are detailed in Annex A of this Privacy Notice, once reached, the information is placed beyond use and purged in alignment with GDPR compliant practices.

Access to your Information

You have certain rights, which include:

- the right to obtain access to your personal data (what personal data of yours Ixion holds)
- the right to have personal data rectified if it is inaccurate or incomplete
- the right to request the deletion or removal of personal data where we are not otherwise entitled to retain and process such data and there is no compelling reason for its continued processing
- the right to restrict or suppress the processing of your personal data, in certain circumstances. Further information is available upon request
- the right to withdraw consent at any time, where relevant
- the right to lodge a complaint with a supervisory authority (the Information Commissioner's Office).

If you wish to exercise any of these rights, please contact the Group Data Protection Officer for details of how an application may be made.