**PRIVACY & DATA PROTECTION**

**Sake Matters Education & Training** has a privacy policy in place to provide clear and sufficient information to advise students as to which of their personal data will be shared with WSET.

If you have any questions or concerns around how **Sake Matters** **Education & Training** handles privacy and data protection, please contact William Jarvis at **Sake Matters** **Education & Training** [**hello@sakematters.com**]

WSET is also committed to protecting your privacy. We aim to respect all personal information you share with us, or that we receive from others, and keep it safe. If you have any queries on how WSET handles privacy and data protection, please contact WSET’s data protection contact by emailing dataprotectioncontact@wsetglobal.com

WSET has its own policy for how WSET handles student personal data. WSET is the Wine & Spirit Education Trust, a charity registered in England and Wales. The Charity number for WSET is 313766 and the company number is 964179.

If you have any queries, please contact WSET’s data protection contact by:

Email: dataprotectioncontact@wsetglobal.com
Call: +44 (0)20 7089 3800
Write: 39-45 Bermondsey Street, London SE1 3XF, UNITED KINGDOM

**How we collect your personal information
Sake Matters** **Education & Training** collects your personal information in a number of different ways, depending on how you engage, as detailed below.

***1. When you directly provide it to Sake Matters* *Education & Training***
For example, when you subscribe to a **Sake Matters** **Education & Training** newsletter, respond to a **Sake Matters** **Education & Training** survey, or register for a **Sake Matters** **Education & Training** hosted course or event.

***2. From your chosen course provider [Sake Matters* *Education & Training]***
When you register for an exam with WSET, your chosen course provider (known as your Approved Programme Provider or ‘APP’ [**Sake Matters Education & Training**]) must provide WSET with some of your personal information for the purpose of identification and managing your qualifications and results.

Data passed to WSET by **Sake Matters** **Education & Training** will be handled in accordance with WSET’s Privacy Policy. Students may refer to WSET Privacy Policy for further details at <https://www.wsetglobal.com/privacy-and-cookie-policy>

**Marketing communications - Opt-in and Opt-out**

In general, **Sake Matters** **Education & Training** will not send you any marketing information unless you have requested to receive e-mail/text/social media message updates from us. However, if you have made a purchase from us in the past or contacted us in relation to one of our qualifications, we may contact you in the future about similar items or qualifications. We will always provide you with an opportunity to opt out of any further communication, as discussed more below.

For legal entities, such as companies, limited liability partnerships and other incorporated organisations, **Sake Matters** **Education & Training** operates, in compliance with the relevant data protection laws, an ‘opt-out’ policy. This means that we will continue to contact such businesses with news and information of our goods and services until we are informed that this communication is no longer required.

If you (whether an individual or a legal entity) wish to be removed from our direct marketing list and do not wish to receive any further information from us (opt-out) you can inform us of this by contacting William Jarvis at **Sake Matters** **Education & Training** [**hello@sakematters.com**]. Once this instruction is received, we will remove you from our direct marketing database.

**Your rights**

You have several rights under data protection law, these are summarised below.

***The right to be informed***

You have the right to total transparency on how we are using your personal information, we will endeavour to make this clear by ensuring that this document is regularly reviewed and updated, but if you have any concerns or questions please send them to William Jarvis at **Sake Matters** **Education & Training** [**hello@sakematters.com**]

***Your right of access***

You have the right to know what information we hold about you and how it is processed. If you wish to access your personal information, contact William Jarvis at **Sake Matters** **Education & Training** [**hello@sakematters.com**]. If we are satisfied that you have a right to see this personal information and we are able to confirm your identity, we will, except in very limited circumstances provide you with this personal information.

***The right to rectification***

If you think that the information we hold about you is inaccurate or incomplete, or if your contact details change, please ask us to amend it by contacting William Jarvis at **Sake Matters** **Education & Training** [**hello@sakematters.com**].

***The right to erasure***

You reserve the right to ask us to delete your personal information; however, this is not an absolute right. We can refuse to erase personal information which we need to keep in order to comply with legal obligations.

When you ask us to delete your personal information, we may clarify with you as to whether instead you no longer wish to hear from us again. If this is the case, we may retain limited information about you to make sure you are removed from all future marketing lists.

***The right to transfer your personal information (known as data portability)***

You have the right to move, copy or transfer your personal information from one organisation to another. If you wish to transfer your personal information, we would be happy to help. If you ask for a data transfer, we will give you a copy of your personal information in a structured, commonly used and machine-readable form (for instance, in a CSV file format). We can provide the personal information to you directly. When making a transfer request, it would be helpful if you can identify exactly what personal information you wish us to transfer. We will comply with your request within one month or, if the request is complex or there are several requests from you, within two months.

***The right to object***If you would like us to stop processing your personal information:

(a) for marketing purposes;
(b) on the basis of legitimate interests; and/or (c) for research purposes

simply let us know by contacting William Jarvis at **Sake Matters** **Education & Training** [**hello@sakematters.com**]

If you would like to exercise any of the above rights, or if you have any questions or complaints, please contact William Jarvis at **Sake Matters** **Education & Training** [**hello@sakematters.com**]

**What personal information Sake Matters Education & Training collects**The type of information collected depends upon your engagement with **Sake Matters Education & Training**. **Sake Matters** **Education & Training** may collect the following information about you:

* + Your name
	+ Date of birth
	+ Gender
	+ Contact details (this could include your postal address, telephone numbers and email address)
	+ Documentation provided for reasonable adjustment or special consideration applications
	+ Payment details
	+ Your marketing preferences

**Why Sake Matters Education & Training collects your personal information**WSET use your personal information for a number of different reasons including:

* To register you as a candidate with WSET and enable you to sit exams for WSET qualifications
* To administer and conduct your exam, including making arrangements for reasonable adjustments and/or special considerations
* To communicate with **Sake Matters Education & Training** and issue your exam results and qualification certificate as appropriate
* To provide you with post-results services such as enquiries against results and appeals and solicit feedback from you on WSET qualifications
* To process your registration for any WSET-hosted courses or events so that we can deliver these services to you
* To send you information regarding the course or event for which you are registered (or which you have registered interest in)
* To process sales of products or services you have purchased from us
* To verify your identity
* To send you marketing communications including information about our qualifications, upcoming events and links to our blogs.