

Privacy Policy

At OCN London we are committed to protecting and respecting our stakeholders' privacy

This policy explains when and why we collect information about our stakeholders, how we use that information, the circumstances under which we share that information with outside agencies, how we keep it secure, and the statutory rights that stakeholders retain over their personal information.

Who are we?

OCN London is an Awarding Organisation providing nationally recognised qualifications and bespoke courses.

How do we collect information from you?

We collect information by telephone, email, through our website and when people sign up for our newsletters.

What type of information is collected from you?

People wishing to hire our meetings rooms share with us their names, organisational details, contact details and payment details.

How is this information used?

Information given by those wishing to hire our meeting rooms is used only to administer the service.

When, how and to whom is information shared with outside organisations?

We will never share this information with anyone else.

How is data stored and how is it kept secure?

Data is stored on servers held at physically secure environments and protected by firewalls. Payment data is not stored.

How long is data kept for?

Information is archived indefinitely, unless the owner of the data requests for its deletion.

What rights do I maintain over my information?

OCN London will at any time erase any record of personal data at the request of the owner of that information. OCN London maintains methods for this erasure should it be requested.