



## Rightmove Training & Development Centre- Privacy Notice – Learners

### Who We Are

Rightmove Training & Development Centre is responsible for the personal data we collect and process. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### What Data We Collect

We may collect the following information when you enroll:

- Name and contact details
- Date of birth
- course and assessment information
- Assessment results and certification outcomes
- Attendance records

We do not collect Reasonable adjustment or support information. Requests for reasonable adjustment, and support information should be sent to Propertymark Qualifications.

[qualifications@propertymark.co.uk](mailto:qualifications@propertymark.co.uk)

### How We Use Your Data

We use your data to:

- Register you on training programmes

We share your information with **Propertymark Qualifications** to:

- Register you for the qualification/s
- to deliver assessments and examinations.
  - Assessment platform - Surpass – a copy of their privacy policy can be found at: [Terms and Policies - Surpass Assessment](#)

- Assessment environment hosting platform- Proctor exam – a copy of their privacy policy can be found at: [Privacy for test takers - ProctorExam](#)
- Provide certificates and confirm achievements
- PropertyMark Qualifications will arrange reasonable adjustments where requested, and approved, directly with the Awarding Organisation
- Meet legal, regulatory and awarding body requirements
- Respond to enquiries, complaints or appeals

## How We Share Your Data

We only share personal data where necessary and proportionate. Your data may be shared with awarding or regulatory bodies, assessment partners or invigilators, professional or membership bodies where required, secure service providers supporting learning and assessment systems, and legal or regulatory authorities where required by law.

We do not sell your data, and it is not shared for marketing purposes without your consent.

## Lawful Basis for Processing

We process your data because it is necessary to fulfil a contract with you, meet legal or regulatory obligations, support our legitimate interests in delivering education and assessment services, or because you have given consent where required.

## How Long We Keep Your Data

Your data is kept only for as long as necessary to meet academic, legal and regulatory requirements and is then securely deleted or anonymised.

## Your Rights

You have the right to access your data, request corrections, request deletion or restriction of processing where applicable, object to processing, withdraw consent, and make a complaint to the Information Commissioner's Office (ICO).

## Contact Us

For questions or to exercise your data protection rights, please contact

Jason Charles, Head of Events & Education  
Email: [Jason.Charles@rightmove.co.uk](mailto:Jason.Charles@rightmove.co.uk)