

# Route to Engineering Limited

## Privacy Policy

routetoengineering.co.uk

Effective date: 24 May 2026 • Version 1.0

Registered in England and Wales • Company No. 17204824

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This Privacy Policy explains how Route to Engineering Limited collects, uses, stores, and protects your personal data when you visit our website or contact us. It has been prepared in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025.

## 1. Who We Are

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Route to Engineering Limited is the data controller responsible for the personal data collected through this website. We are a qualification development company registered in England and Wales.

Our contact details are:

- Registered name: Route to Engineering Limited
- Company number: 17204824
- Registered office: 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ
- Email: enquiries@routetoengineering.co.uk
- Website: www.routetoengineering.co.uk
- ICO registration number: ZC143073

## 2. What Personal Data We Collect

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We collect personal data only when you actively provide it to us. We do not collect personal data automatically through tracking or profiling technologies beyond the website analytics described in Section 6 below.

The personal data we may collect includes:

- Your first and last name
- Your email address
- Your telephone number, if you choose to provide it
- The name of your organisation or institution, if relevant to your enquiry
- The content of any message you send us through the contact form or by email
- Your country or region, where relevant to an enquiry about transnational education partnerships

## 3. How We Collect Your Personal Data

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We collect personal data through the following channels:

- The contact form on our website, when you complete and submit it
- Email correspondence sent directly to our enquiries address
- Telephone conversations, if you call our business number
- LinkedIn messages, if you contact us through our company page

## 4. Why We Use Your Personal Data and Our Lawful Basis

Under UK GDPR, we must have a lawful basis for processing your personal data. The table below sets out the purposes for which we use your data and the lawful basis for each.

Purpose	Lawful Basis
Responding to website enquiries and email correspondence	Legitimate interests — responding to direct enquiries from individuals who have chosen to contact us
Corresponding with prospective AO partners, delivery centres, and university partners	Legitimate interests — conducting our core business activities as a qualification developer
Managing ongoing business relationships with centres and professional contacts	Legitimate interests — maintaining relationships necessary to deliver our business activities
Complying with legal obligations to which we are subject	Legal obligation
Keeping records of communications for administrative purposes	Legitimate interests — maintaining accurate business records

*We do not use your personal data for automated decision-making or profiling. We do not use your personal data for direct marketing without your explicit consent. We will never sell your personal data to third parties.*

## 5. Who We Share Your Personal Data With

We do not sell, rent, or trade your personal data. We may share your data with the following categories of third party, only where necessary and only to the extent required:

- Wix.com Ltd, which provides and hosts our website and contact form. Wix processes data in accordance with its own privacy policy and is subject to appropriate data processing agreements.
- Professional advisers including accountants, solicitors, and business consultants, where necessary for the conduct of our business and subject to confidentiality obligations.
- Awarding organisation partners, where you have contacted us in connection with a qualification development or centre approval enquiry and where sharing your details is necessary to progress your enquiry.
- Regulatory authorities including the Information Commissioner's Office, Companies House, and HMRC, where we are required to do so by law.

We do not transfer your personal data outside the United Kingdom except where necessary to respond to enquiries from individuals located overseas, in which case the transfer is made on the basis of your decision to contact us and your implicit consent to a response being sent to your stated email address.

## 6. Cookies and Website Analytics

Our website is hosted on the Wix platform, which uses cookies to enable core website functionality, remember your preferences, and measure website performance. We use Wix's built-in cookie consent tool to obtain your consent before placing any non-essential cookies on your device.

The categories of cookies used on this site are:

- **Strictly necessary cookies:** required for the website to function and cannot be disabled. No consent is required for these.
- **Analytics cookies:** used to understand how visitors use the site, to help us improve content and navigation. These are only placed with your consent. Where analytics are configured with anonymisation enabled and advertising features disabled, they may qualify for the analytics exemption under the Data (Use and Access) Act 2025.

You can withdraw your consent to non-essential cookies at any time by clicking the 'Cookie Settings' link in our website footer and adjusting your preferences. You can also manage cookies through your browser settings, though this may affect the functionality of the site.

A full list of the cookies used on this website, their purpose, and their retention period is available in our Cookie Policy, which is accessible from the website footer.

## 7. How Long We Keep Your Personal Data

We retain personal data only for as long as is necessary for the purpose for which it was collected, or as required by law. Our general retention periods are as follows:

Data Type	Retention Period
Enquiry form submissions and email correspondence	3 years from last contact; or for the duration of any ongoing business relationship plus 6 years
Business contracts and agreements	6 years from the end of the contract (Limitation Act 1980)
Financial and accounting records including invoices	6 years from the end of the relevant financial year (HMRC requirement)
Records for regulatory compliance	As required by the relevant regulatory obligation

## 8. Your Rights Under UK GDPR

Under UK GDPR and the Data Protection Act 2018, you have the following rights in relation to your personal data:

- **The right to be informed:** you have the right to know how we use your personal data, which this Privacy Policy sets out.
- **The right of access:** you have the right to request a copy of the personal data we hold about you (a Subject Access Request). We will respond within one calendar month of receipt.
- **The right to rectification:** you have the right to ask us to correct any inaccurate or incomplete personal data we hold about you.

- The right to erasure ('right to be forgotten'): you have the right to ask us to delete your personal data where there is no longer a lawful basis for us to hold it, subject to our legal obligations to retain certain records.
- The right to restrict processing: you have the right to ask us to limit how we use your personal data in certain circumstances.
- The right to data portability: where we process your data on the basis of consent or contract, you have the right to receive a copy of your data in a structured, commonly used, machine-readable format.
- The right to object: you have the right to object to our processing of your personal data where we rely on legitimate interests as our lawful basis, and we will stop processing unless we can demonstrate compelling legitimate grounds that override your interests.
- Rights related to automated decision-making: we do not carry out automated decision-making or profiling, so these rights are not currently applicable.

To exercise any of these rights, please contact us at [enquiries@routetoengineering.co.uk](mailto:enquiries@routetoengineering.co.uk). We will respond to all requests within one calendar month. There is no charge for exercising your rights, though we reserve the right to charge a reasonable fee or refuse a request that is manifestly unfounded or excessive.

## 9. Data Protection Complaints

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Under the Data (Use and Access) Act 2025, with effect from 19 June 2026, all organisations are legally required to handle data protection complaints. If you have a concern about how we have handled your personal data, please contact us in the first instance using the details in Section 1 and we will acknowledge your complaint within five working days and endeavour to resolve it within 30 calendar days.

If you are not satisfied with our response, or if you believe we are processing your personal data unlawfully, you have the right to lodge a complaint with the Information Commissioner's Office, which is the UK's supervisory authority for data protection:

- Website: [www.ico.org.uk](http://www.ico.org.uk)
- Telephone: 0303 123 1113
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Security

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We take appropriate technical and organisational measures to protect your personal data against unauthorised access, accidental loss, destruction, or damage. Our website is served over HTTPS (SSL encryption) and our website platform provider, Wix, maintains its own security standards and certifications. Emails are sent and received through encrypted connections where supported.

While we take all reasonable steps to protect your data, no method of transmission over the internet is completely secure. If you have reason to believe that your interaction with us has been compromised, please contact us immediately at [enquiries@routetoengineering.co.uk](mailto:enquiries@routetoengineering.co.uk).

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## 11. Third-Party Websites

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Our website may contain links to third-party websites, including the websites of awarding organisations, professional bodies, and educational institutions. We are not responsible for the privacy practices of those websites and recommend that you review their privacy policies before providing any personal data to them.

## 12. Changes to This Privacy Policy

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We review this Privacy Policy regularly and will update it when our data processing activities change or when required by changes in applicable law. The current version and its effective date are shown at the top of this page. Where changes are material, we will take reasonable steps to bring them to your attention.

We recommend that you review this Privacy Policy periodically to stay informed of how we protect your personal data.

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