

Privacy Policy

V 1.0 Jan 2026

1. Introduction

IAIE Ltd (trading as **Institute of AI in Education**) (“IAIE”, “we”, “us”, “our”) is committed to protecting personal data and respecting the privacy of individuals who interact with our organisation.

This Privacy Policy explains how we collect, use, store, share, and protect personal data when you:

- visit our website
- contact us or make an enquiry
- engage with our pilot programmes, professional development, or partnerships
- interact with us in a professional or organisational capacity

IAIE handles personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Who We Are

Legal name: IAIE Ltd

Trading name: Institute of AI in Education

Company number: 16930988

Registered in: England and Wales

Website: <https://www.instituteofaiineducation.com>

Email: info@instituteofaiineducation.com

For data protection legislation, **IAIE Ltd is the data controller**.

3. The Personal Data We Collect

We collect only personal data that is **necessary, relevant, and proportionate** to our work.

3.1 Information you provide to us

This may include:

- name
- email address
- organisation, role, and professional details
- information shared in emails, forms, or correspondence

3.2 Engagement and participation data

Where you engage with IAIE activities, we may collect:

- details relating to participation in pilot programmes or CPD
- professional feedback or reflective responses
- evaluation or learning-related information

Where possible, evaluation data is anonymised or aggregated.

3.3 Website usage data

When you visit our website, we may collect:

- IP address
- browser type and device information
- pages visited and basic usage statistics

This data helps us understand how our website is used and improve its accessibility and functionality.

3.4 Children's data

IAIE does **not intentionally collect personal data about children or pupils.**

If such data is provided inadvertently, we will take steps to delete it promptly.

4. How We Use Personal Data

We use personal data only where there is a **clear, specific, and lawful purpose.**

This includes:

- responding to enquiries and requests
- managing professional relationships and partnerships
- delivering and evaluating pilot programmes or professional development
- communicating about IAIE's work and activities
- meeting governance, funding, and reporting requirements
- improving organisational processes and learning

IAIE does **not** use personal data for:

- automated decision-making

- profiling
- targeted marketing

5. Lawful Basis for Processing

Under UK GDPR, IAIE processes personal data using one or more of the following lawful bases:

- **Consent** – where you have given clear permission
- **Legitimate interests** – where processing is necessary for IAIE’s work and does not override your rights
- **Legal obligation** – where processing is required by law

We ensure that any reliance on legitimate interests is **balanced, proportionate, and documented**.

6. Data Sharing

IAIE does **not sell personal data**.

We may share limited personal data where necessary with:

- delivery partners or associate educators involved in the agreed activity
- funders or evaluators, normally in anonymised or aggregated form
- professional advisers (such as legal or accounting services)

All data sharing is:

- purpose-limited
- proportionate
- subject to appropriate confidentiality and data protection arrangements

7. Data Storage and Security

IAIE takes appropriate **technical and organisational measures** to protect personal data.

These include:

- secure digital storage systems
- restricted access on a need-to-know basis

- procedures to prevent unauthorised access, loss, or misuse

Personal data is retained **only for as long as necessary** for the purpose it was collected, after which it is securely deleted or anonymised.

8. International Data Transfers

IAIE stores and processes personal data within the UK.

If data is transferred outside the UK, appropriate safeguards will be put in place in line with UK GDPR requirements.

9. Your Data Protection Rights

Under UK GDPR, you have the right to:

- access your personal data
- request correction of inaccurate or incomplete data
- request deletion of your data, where appropriate
- object to or restrict processing
- withdraw consent at any time, where consent is the lawful basis

You also have the right to complain to the **Information Commissioner's Office (ICO)**.

To exercise your rights, contact:

 info@instituteofaiineducation.com

10. Cookies

IAIE's website may use essential and analytics cookies to:

- ensure the website functions correctly
- understand how visitors use the site
- improve accessibility and content

You can manage cookies through your browser settings.

Further information may be provided in a separate Cookie Policy.

11. Links to External Websites

Our website may contain links to external websites.

This Privacy Policy applies only to IAIE. We are not responsible for the privacy practices of other organisations.

12. Changes to This Privacy Policy

IAIE may update this Privacy Policy from time to time.

The most recent version will always be published on our website.

13. Contact Information

If you have any questions about this Privacy Policy or how IAIE handles personal data, please contact:

IAIE Ltd (trading as Institute of AI in Education)

Email: info@instituteofaiineducation.com