



Privacy Notice

Sait.Edu Ltd | Company number 10546381 | Last updated 17 August 2026

Who we are

Sait.Edu Ltd (“we”, “us”, “our”) is the data controller for the personal data described in this notice. We are a company registered in England and Wales, company number 10546381, registered office 16 White Hart Street, East Harling, Norwich, England, NR16 2NE.

We provide AI and digital skills training, and IT consultancy services, to schools, multi-academy trusts and businesses.

Contact for data protection matters: Kevin Sait, kevin@saitedu.org.uk

What personal data we collect

We collect and process personal data about the adults we work with — not about pupils or students directly. This includes:

- Name, job title and organisation
- Email address and telephone number
- Correspondence and enquiry details
- Training booking and attendance records (e.g. who attended a session, on behalf of which organisation)
- Any dietary or access requirements you tell us about for in-person sessions
- Invoicing and payment details (e.g. billing contact, purchase order references) — we do not store card numbers

How we collect it

Directly from you — through email, phone calls, our website, booking forms, or in the course of delivering training and consultancy work.

Why we use it, and our legal basis

- To deliver training and consultancy services you or your organisation have booked — performance of a contract (UK GDPR Article 6(1)(b))
- To respond to enquiries and provide quotes before a contract is agreed — legitimate interests (Article 6(1)(f)), in running and growing the business
- To send invoices and maintain financial records — legal obligation (Article 6(1)(c)), for tax and accounting purposes
- To send occasional newsletters or updates about training and AI skills topics — consent (Article 6(1)(a)), which you can withdraw at any time

Who we share it with

We use Microsoft 365 to store and process data (email, files, contacts). Microsoft acts as our data processor under its own data protection terms.

We do not sell, rent or otherwise share your personal data with third parties for their own marketing purposes.

International transfers

Microsoft 365 may process data outside the UK as part of its global infrastructure. Where this happens, Microsoft provides appropriate safeguards, including the UK International Data Transfer Addendum and its own Data Protection Addendum, to ensure your data remains protected to UK standards.

How long we keep it

- Client and contract-related records: for the duration of the relationship, plus 6 years afterwards, in line with UK tax and contract limitation requirements
- Enquiries that don't lead to a booking: up to 24 months
- Newsletter/marketing contacts: until you unsubscribe or withdraw consent

Your rights

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Have inaccurate data corrected
- Ask us to delete your data, where applicable
- Restrict or object to certain processing
- Receive your data in a portable format
- Withdraw consent at any time, where we rely on consent

To exercise any of these rights, contact kevin@saitedu.org.uk. We will respond within one month.

If you're unhappy with how we've handled your data, you can complain to the Information Commissioner's Office (ICO) at ico.org.uk.

Security

Sait.Edu Ltd holds Cyber Essentials certification, independently assessed against the requirements of the UK Cyber Essentials scheme. We use multi-factor authentication, encrypted storage and access controls across our systems to protect your data.

Changes to this notice

We may update this notice from time to time. The date at the top shows when it was last revised.