

ChinaGrad

Privacy Policy

chinagrad.co.uk · leon@chinagrad.co.uk

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ChinaGrad is committed to protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy explains what data we collect, how we use it, and your rights. ChinaGrad is the data controller responsible for your personal data. Contact: leon@chinagrad.co.uk.

1. What Data We Collect

Information you provide directly

- Name and email address — collected via the eligibility assessment and booking forms
- Academic background — degree subject, university, classification, dissertation topic
- Personal statements, CVs, and supporting documents submitted for review
- Payment information — processed through PayPal; we do not store card details
- Communications — emails and messages you send us

Information collected automatically

- Website usage data — pages visited, time on site, referring pages
- Device and browser information — collected automatically when you visit our website

Information processed through our AI tools

When text is submitted to our AI-powered tools, it is sent to Anthropic's Claude API for processing. We ask that all personally identifiable information is anonymised before submission. Anthropic processes this data under their API terms. API inputs are not used to train Anthropic's AI models.

2. How We Use Your Data

- To provide the services you have purchased
- To send you assessment results and application guidance
- To communicate with you about your application and our services
- To send occasional updates where you have consented to receive them
- To improve our services and tools
- To comply with our legal obligations

We will never sell your personal data to third parties or use it for purposes unrelated to the services described above.

3. Our Legal Basis for Processing

- **Contract performance** — processing data to provide the services you have purchased
- **Legitimate interests** — improving our services and fraud prevention
- **Consent** — sending marketing emails where you have explicitly opted in

- **Legal obligation** — where processing is required by law

4. Who We Share Your Data With

- **Anthropic** — AI processing of documents submitted through our tools
- **PayPal** — payment processing
- **Mailchimp** — email communications where you have consented
- **Google** — booking management through Google Calendar and Google Meet
- **Cloudflare** — hosting of our digital tools and website infrastructure

All third parties are required to handle your data securely and in accordance with applicable data protection law. We do not share your data with universities or scholarship bodies without your explicit consent.

5. How Long We Keep Your Data

- Email addresses and assessment results — until you unsubscribe or request deletion
- Documents submitted for review — deleted within 12 months of your last interaction
- Payment records — retained for 7 years in accordance with financial regulations
- Communications — retained for 3 years

6. Your Rights Under UK GDPR

- **Right of access** — request a copy of the personal data we hold about you
- **Right to rectification** — request correction of inaccurate data
- **Right to erasure** — request deletion where we have no legal basis to retain it
- **Right to restriction** — request that we limit how we use your data
- **Right to data portability** — receive your data in a portable format
- **Right to object** — object to processing based on legitimate interests
- **Right to withdraw consent** — unsubscribe from marketing at any time

To exercise any of these rights, email leon@chinagrad.co.uk. We will respond within 30 days. You have the right to lodge a complaint with the Information Commissioner's Office (ICO) at ico.org.uk.

7. Cookies

Our website uses essential cookies to function and may use analytics cookies to understand how visitors use the site. We do not use advertising cookies. You can manage cookie settings through your browser.

8. Security

We protect your personal data through encrypted connections (HTTPS), secure hosting through Cloudflare, restricted access to personal data, and regular review of our data handling practices. In the event of a data breach that poses a risk to your rights, we will notify you and the ICO as required by law.

9. International Transfers

Some third-party providers, including Anthropic and Mailchimp, are based in the United States. Transfers to these providers are made under appropriate safeguards including standard contractual clauses approved by relevant data protection authorities.

10. Children

Our services are intended for individuals aged 18 and over. We do not knowingly collect personal data from anyone under 18. If you believe we have collected data from a minor, please contact us immediately.

11. Changes to This Policy

We may update this Privacy Policy from time to time. The updated version will be published at chinagrad.co.uk with a revised date. We will notify you of significant changes by email where appropriate.

12. Contact

For privacy queries or to exercise your rights: leon@chinagrad.co.uk · chinagrad.co.uk

ChinaGrad is registered with the Information Commissioner's Office (ICO), registration reference: ZC221320.