PRIVACY NOTICE

Aspire Your Horizons Ltd

Last updated 28 October 2026

In brief We use your information to respond to enquiries and help connect students, graduates and employers. We will not send a student's CV or application details to a prospective employer without discussing the opportunity and obtaining their agreement.

1. Who we are

Aspire Your Horizons Ltd ("Aspire", "we" or "us") connects businesses with university students and recent graduates through work placements, paid projects and graduate opportunities. We are responsible for the personal information that we collect and use for our own services (the "data controller").

Contact: fionat@aspirehorizons.co.uk | 07894 062075 | aspirehorizons.co.uk

2. Information we collect

For students and graduates: name, contact details, university, course, graduation information, preferred work areas, availability, CV, skills, relevant experience, location and information you choose to share during meetings or by email. Where relevant, we may discuss work eligibility without collecting unnecessary identity documents.

For employers and other contacts: name, role, organisation, business contact details, project requirements and correspondence. We may also hold limited placement dates, project outcomes and feedback. Our Wix website may collect technical or usage information, such as IP address and cookie information.

3. Where information comes from

Usually you provide it directly through our website, email, a CV, a Teams conversation or a networking discussion. We may also receive relevant information from a university, referrer or employer, or from a professional profile you have made public. Where required, we will explain the source when we first contact you.

4. What we use it for and our lawful basis

Responding to registrations and enquiries; arranging Teams meetings; discussing and matching suitable opportunities.	Legitimate interests: providing and improving our placement introduction service.
Discussing business projects with employers; maintaining contact; arranging and reviewing placements.	Legitimate interests: managing our business relationships and service.
Sending a student's CV or relevant details to a named employer, after discussing that opportunity.	Consent, where sought for that employer introduction.
Publishing The Opportunity Edit, career advice and opportunities as public posts on Instagram; replying to messages we receive.	Legitimate interests: sharing useful information and responding to people who contact us.
If you opt in, sending occasional emails about Aspire news or new issues of The Opportunity Edit on Instagram.	Your consent; you can opt out of promotional emails at any time.
Operating and protecting our website, and optional analytics if enabled.	Legitimate interests for essential operations; consent for optional tracking where required.
Keeping records where required by law.	Legal obligation, where applicable.

5. Who we share information with

We share student CVs and relevant information with prospective employers only for an opportunity the student has agreed to be put forward for. The employer then handles information it receives under its own responsibilities and privacy arrangements. We may also use trusted providers supporting our website, email, document storage and Teams meetings (including Wix, Google Workspace and Microsoft 365), and advisers or authorities when necessary. We do not sell personal information. We only publish identifiable testimonials with the person's separate permission. If you interact with Aspire on Instagram, we may see your public profile name, comments or messages you send; Meta also handles information under its own privacy terms.

6. How we protect and store information

We use appropriate access controls and security measures, and only retain information needed for Aspire's activities. Some technology suppliers may store or access information outside the UK. Where a restricted international transfer occurs, it must be covered by an applicable UK adequacy arrangement or other lawful safeguard. Contact us if you would like details of any applicable safeguards.

7. How long we keep it

We keep personal information only while it is needed for Aspire's services or legitimate record-keeping. We review student registrations, CVs and placement information at least annually and securely delete or anonymise records no longer required. Some limited records may be kept longer where necessary for legal, regulatory or dispute-related reasons. Where relevant, we retain email opt-out preferences so we can respect your choices.

8. Your rights and choices

Depending on the circumstances, you may ask to see or correct your information, request its deletion or restricted use, object to certain processing, or ask for a portable copy. Where we rely on consent, you may withdraw it at any time; this will not affect earlier lawful use. To make a request, email fionat@aspirehorizons.co.uk.

You can object to direct marketing at any time. If you do not want promotional emails, tell us or use the opt-out instructions in the message. Our Instagram posts are public and do not require an email subscription.

9. Your choices when registering

Registration is voluntary. We need basic details such as your name and contact information to respond; without them we may not be able to discuss opportunities. Registering does not guarantee a placement. We do not make decisions about your employment solely through automated processing; employers make their own selection and appointment decisions.

10. Website cookies and changes

Our Wix website may use cookies or similar technologies for website operation and, where enabled, site analytics. You can manage cookies through your browser; where required, we will provide information and choices for non-essential cookies on the website. We may update this notice when our services or legal requirements change, and will make the latest version available on our website.

11. Questions or complaints

If you have any questions or concerns about how Aspire Your Horizons Ltd handles your personal information, please email fionat@aspirehorizons.co.uk. We acknowledge data protection complaints within 30 days, investigate them promptly, keep you informed and explain the outcome without undue delay. You can also complain to the UK Information Commissioner's Office (ICO) at ico.org.uk or by calling 0303 123 1113.