



Privacy Notice

Document Name	Refer a friend scheme Privacy Notice
Brief Description	Refer a friend pilot scheme. Current student refers to a 'friend' to be eligible for a £300 payment
Responsibility	Katherine Kite
Initial Issue Date	30 th June 2026

Date	Version Number	Summary of Changes	Reviewer name & department
23/06/2026	0.1	Draft amendments	H Selby – Privacy K Kite - Marketing

1. Introduction

Navitas respects your right to privacy. This privacy notice explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights.

Navitas reserves the right to make changes periodically to this Privacy Notice at our discretion, when needed. Any changes will be communicated to you, so you are kept up to date with the information you are entitled to.

2. Navitas

Navitas is a global education provider (ABN 69 109 613 309). Our head office is in Perth, Western Australia at the following address:

Navitas Pty Ltd Level 8 Brookfield Place, 125 St Georges Terrace PERTH WA 6000
Australia

The Company has subsidiary companies and affiliated organisations operating in Australia, New Zealand, Canada, UK, Europe, Africa, Southeast Asia, North Asia, South America, the Middle East, and the USA, collectively called the "Company".

Information Classification: Public

V0.2



The European head office is in the UK at the following address:

- Navitas UK Holdings Limited, The Lambourn, Wyndyke Furlong, Abingdon, Oxfordshire, OX14 1UJ

You can contact Navitas for any privacy related questions or concerns, from any country in the world by emailing the Privacy Team at privacy@navitas.com

3. The personal data we use about you

As a current student we create and process information about you during the course of your study with us. For the purposes of this privacy notice, we are particularly referencing personal data we process for our 'Refer a friend' scheme in which you will confirm your student details alongside your referral's details.

4. How we will use personal data

As a current student we collect, process and share your data as referenced in your contract with us. For the 'Refer a friend' scheme we will process your data and the data you provide to contact your referral to process this scheme.

As a 'refer to' or prospective student we will contact you and provide factual information for you to progress this scheme and provide you with a link to Apply online.

5. The lawful basis for collecting and processing your personal data

- Our lawful basis for processing of this scheme will be contract. *Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract*

6. How long do we keep your Personal Data?

- For our current students; we will retain your personal data in conjunction with your student contract timescales.
- For our prospective students; if you choose not to progress your application your data will be deleted at three months. If you do become a current student your data will be processed and stored in line with the student contract

7. Sharing your Personal Data

- Current student – In line with the student contract
- Refer a friend prospective student – When you apply online it will be shared with our Admissions team to process your application



8. International Transfers of your Personal Data

International transfers will take place within Navitas, and internal sharing is covered by our Intra Group Data Sharing Agreement which ensure your personal data is safe and meets legal requirements.

9. Your rights over your Personal Data explained

The rights you have may be different depending on where you live in the world, or where in the world Navitas is using your personal data.

If your country is not listed below, please contact: privacy@navitas.com for further information.

If you live in the UK or the EU (including Liechtenstein, Norway, and Iceland) your rights are listed below. Depending on what lawful basis is being used to collect and process your personal data, some of the data subjects rights may not be engaged. We have greyed out those which do not apply to you for the purposes of this privacy notice.

- Right of access – Request a copy of the personal data Navitas holds on you.
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to Portability
- Right to object and automated individual decision-making
- Right to object

For any questions, queries, or to make a request, no matter where in the world you are located, please email privacy@navitas.com.

10. Questions or Issues you may have

If you are contacting us to complain about an alleged breach of this Privacy Notice, or you have a question, please provide us with as much detail as possible so that we can deal with your concern quickly and effectively.

We will take every privacy complaint seriously and assess it with the aim of resolving the issue swiftly.

11. Our Contact Details

If you wish to contact the DPO for Navitas, and raise any queries or concerns, they can be contacted via privacy@navitas.com

12. Contacting your Supervisory Authority

If you need to make a complaint about how Navitas collects and uses your personal data, we kindly ask that you contact us in the first instance on privacy@navitas.com. The Regulators, no matter



what country they reside in, would prefer that Navitas tries to resolve any issues with you first before you contact them.

However, the Regulators are there for your concerns, and if you feel Navitas has not handled your complaint appropriately, we encourage you to contact them. Navitas is committed to open and transparent processing of your personal data and welcome the Regulators view.

You may contact the Regulator in whichever country you live and details of them can be found via a quick Google search, if you are not already aware of them. Alternatively, please reach out to our privacy team for advice, they will be happy to assist you.

UK

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: casework@ico.org

Telephone: 0303 123 1113

Website - www.ico.org.uk