

## DATA PROTECTION POLICY 2019

LanguageUK collects and uses certain types of personal information about employees, students, parents and other individuals who come into contact with LanguageUK in order to provide education and associated functions.

This policy is intended to ensure that personal information must be dealt with properly and securely and in accordance with the Data Protection act 1988 (DPA) and other related legislation. It will apply to information regardless of the way it is used, recorded and stored and whether it is held in hard or electronic format.

It is a condition of the DPA to have a nominated data controller.

The Data Protection officer for LanguageUK is Martina Podsednikova Smyrk.

The Data Protection officer will ensure that all personal information is processed in compliance with this policy and the principles of the DPA.

### Data Protection Principles:

- LanguageUK will comply with the Eight Data Protection Principles as laid down by the DPA which must be followed always:
- Data must be processed fairly and lawfully.
- Personal data to be processed for specific and lawful purposes that are compatible with the original purpose for which they were obtained.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed.
- Personal data shall be accurate and where possible kept up to date.
- Personal data processed for any purpose(s) shall not be kept for longer than it is necessary for that purpose.
- Personal data shall be processed in accordance with the rights of data subjects under the DPA
- Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of data and against accidental loss or destruction of, or damage to personal data.
- Personal data shall not be transferred to a country outside the EEA, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### The personal data we process:

- LanguageUK will process a wide range of personal data regarding students, home stay providers, agents, employees and their representatives.
- This data may include (but is not limited to) basic personal and contact details, passport and visa information, school assessment records, special educational needs and bank details.
- The school will also process some sensitive information, such as ethnic group, religious beliefs and any medical information. Personal data can be collected directly from the person or through a third party, such as an agent.

### Purposes for which data may be processed:

Personal data is processed by LanguageUK strictly in accordance to the Data Protection Act to:

- Support students in their learning.
- Monitor and report their progress.
- Provide pastoral care.
- Publish examination results.

- Assess the school's overall progress.
- Promote the school, where appropriate, to prospective students and agents.
- Ensure employees have the relevant qualifications.

LanguageUK can also use personal data for other reasonable purposes relating to the school, such as providing information given to Homestay providers.

#### **Database and information:**

LanguageUK database provides essential information for the efficient running of the school. This is a bespoke online database provided by Martina Podsednikova Smyrk, who also provide technical support and hosting. All information regarding students is held on the database.

This includes; personal information, application documents, payment information, sponsorship information, visa information, agents, classes, reports, registers and any correspondence.

#### **Third parties with whom LanguageUK may need to share information:**

Some students and groups use agents to arrange their courses on their behalf. When arranging courses, we only collect and share information that is strictly relevant to the booking. For instance, when arranging transfers between the airport and accommodation, LanguageUK may need to pass on personal information to relevant third parties.

However, we will only share the information required by the third party to complete the task that is required. Third parties may include local authorities and other public authorities, healthcare professionals and independent school bodies, such as the British Council.

This data may be used to:

- Safeguard students and ensure their wellbeing, for example, health or dental care.
- Enable the relevant authorities to monitor LanguageUK performance.
- Enable students to take part in examinations and to monitor their progress.
- Compile statistical information (usually on an anonymous basis).
- Ensure each student's safe arrival in the UK and ensure they have suitable accommodation.
- Arrange the student's entire stay through their chosen foreign agent and to give them the relevant information regarding their stay.

All third parties are expected to comply with the Data Protection Act 1998 and LanguageUK has no influence over the way they use their data.

#### **Security:**

LanguageUK understands its responsibilities in keeping all personal data safe. Any information stored on paper is either locked in a secure place or kept in an area constantly manned by a senior staff member. All electronically-stored information is securely password-protected and/or securely encrypted, and access is restricted to only the relevant members of senior staff.

Where other staff members require access, only the essential, relevant information is disclosed.

#### **Student's responsibilities:**

Students have a responsibility to comply with the Data Protection Act. They should not disclose personal information about someone else without their consent. This includes posting photographs on the internet. Such breaches of confidentiality can have serious implications.

#### **Policy issued October 2016**

#### **Policy Reviewed October 2017**

#### **Revised September 2017**

#### **Reviewed October 2018**

#### **Next review October 2019**