



ABC School of English

GDPR: DATA PRIVACY POLICY FOR STUDENTS

Introduction

ABC School of English ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

1. Definitions

Data controller - A controller determines the purposes and means of processing personal data. ABC School of English is the data controller.

Data processor - A processor is responsible for processing personal data on behalf of a controller. ABC Staff are data processors.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Special categories personal data - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. Who are we?

ABC School of English is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: 63, Neal Street, Covent Garden, London, WC2H 9PJ. For all data matters, please contact Sue Rao who is the Data Protection Officer.

3. The purposes of processing your personal data

We use your personal data for the following purposes:

Identification
Records of attendance
Historical activity in the school
Immigration and visa purposes
British Council accreditation requirements
Contact in case of emergency
Internal statistics
Contacting you

4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data (full name, date of birth, emergency contact, addresses (UK and home country), phone number, email address, passport and visa details).
- Special categories of data (food and animal allergies for the purpose of providing accommodation and only when applicable).

All the information we have obtained was supplied by you.

4. What is our legal basis for processing your personal data?

- Consent of the data subject – **RECORDED VERBAL OR WRITTEN CONSENT**
- Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract – **PROVISION OF EFL EDUCATION**
- Processing necessary for compliance with a legal obligation – **BRITISH COUNCIL ACCREDITATION/HOME OFFICE (UK VISAS AND IMMIGRATION)**

More information on lawful processing can be found on the [ICO website](#).

6. Sharing your personal data

Your personal data will be treated as strictly confidential, and will not be shared with anyone other than the police and emergency services, the Home Office and accommodation agencies where applicable, without your permission.

7. How long do we keep your personal data?

We keep your personal data indefinitely for the purposes of immigration and visas, internal statistics and to enable us to identify returning students.

8. Providing us with your personal data

We require your personal data as it is a British Council and/or Home Office requirement and necessary for us to enter into a contract i.e. the provision of EFL lessons.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you, free of charge;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

10. Transfer of Data Abroad

We do not transfer personal data abroad..

11. Automated Decision Making

We do not use any form of automated decision making in our business.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Policy, then we will update this policy explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

13. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be updated on our website. You are advised to check this policy on a regular basis for updates.

14. Use of cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer to assist us in improving our website.

Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever. You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

15. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact Sue Rao, our Data Protection Officer on 020 7836 8999, or sue@abcschool.co.uk.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.