

Data Protection Policy

At International Language College (ILC), we respect the privacy of students, their parents/guardians, and carers as well as the privacy of our staff.

Our aim is to ensure that everyone using and working at ILC can do so with confidence that their personal data is being kept secure.

Our lead person for data protection is Tony Martin. The lead person ensures that the school meets the requirements of the GDPR liaises with the statutory bodies when necessary and responds to any subject access requests.

Confidentiality

Within the centre, we respect confidentiality in the following ways:

- We will only ever share information with a parent/guardian about their own child.
- Information given by parents/students to the centre about their child/themselves will not be passed onto a third party without permission unless there is a safeguarding issue (as covered in our safeguarding policy).
- Concerns or evidence relating to a student's safety, will be kept in a confidential file, and will not be shared within the centre, except with designated safeguarding leader.
- Staff are made aware of the importance of confidentiality during their inductions.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data relating to staff is stored securely at the teacher's room.
- All personal data relating to parents and students is stored securely on the SchoolMate school management system. The website is also password protected.

Responsibilities

- Responsibility for compliance rests with the School Director.
- It is the responsibility of all students/homestays/employees to ensure that personal information provided to the company is accurate and up to date.
- Employees whose role involves the collection, maintenance and processing of information are responsible for following the company's rules on data protection.

Information that we keep

Students

We only hold information necessary to provide an education service for each student. This includes registration and agreement information, medical information, parent contact information, attendance records, incident and accident records and so forth. Once a student leaves our centre, we retain only the data required by statutory legislation and industry best practice and for the prescribed periods of time. Electronic data that is no longer required are deleted.

Staff

We keep the information about employees in order to meet HMRC requirements, and to comply with all areas of employment legislation. We retain information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed.

Sharing information with a third party

We will only share student information with outside agencies on a need-to-know basis and with consent from parents/students. Except in cases relating to safeguarding, criminal activities, or if required by legally authorized bodies (eg police HMRC etc)

If we decide to share information without parental/student consent, we will record this in the student's file clearly stating our reasons.

We will only share information that is accurate and up to date. Our primary commitment is to the safety and wellbeing of the students in our centre.

Subject Access Requests

Parents/carers and students over 18 can ask to see the information and records relating to their child/ themselves, and or any information we keep about themselves.

Staff and volunteers can ask to see any information that we keep about them.

We will make the requested information available as soon as practicable and will respond to the request within a month.

If our information is found to be incorrect or out of date, we will update it promptly.

If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the information commissioner's office (ICO).

Requesting access

Under the GDPR you have the right to request access to information about you that we hold.

To make a request contact admin@il-centre.co.uk or call 0191 245 5196.

You also have the right to:

- Object to processing of personal data that is likely to cause or is causing damage or distress.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data then please raise this with us in the first instance using the contact information above. We will take all reasonable steps to assist you. Alternatively, you can contact the Information Commissioner's Office

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR) regarding obtaining, storing, and using personal data.