



Data Protection Policy and Privacy Notice

Updated: 21/05/21

About this policy

This policy outlines UK2Learn's commitment to the protection and integrity of data held on individuals (staff, students, clients and other individuals) in compliance with the Data Protection Act 1998. The Act defines UK law on the processing of data on living, identifiable people and is the main piece of legislation that governs the protection of personal data in the UK.

Data Protection

UK2Learn stores personal information on staff, students, clients and other individuals in order to provide its range of services and therefore must comply with the Data Protection Act 1998.

The Information Commissioner's Office (ICO) enforces the DPA and also oversees the Freedom of Information Act and the regulation of interception of communications under the Regulation of Investigatory Powers Act 2000.

UK2Learn is registered with the ICO. The Data Protection Act 1998 requires every data controller (i.e., the organisation) who is processing personal information to register with the ICO. The registration number for UK2Learn Guardianship is Z1953766 and is registered under the name Suzie Mackie.

UK2Learn sometimes needs to share the personal information it processes with the individual and also with other organisations. Where this is necessary it is required to comply with all aspects of the Data Protection Act (DPA). The types of organisations with which it may need to share some of the personal information it processes for one or more reasons includes business associates and other professional advisers; family, associates and representatives of the person whose personal data we are processing; financial organisations; current, past or prospective employers; educators and examining bodies; suppliers and services providers.

UK2Learn understands that you have entrusted UK2Learn with your personal data and we are committed to keeping your data safe, secure and we will process it appropriately.

UK2Learn will abide by the following six principles of GDPR:

1. Processed fairly and lawfully
2. Used for the purpose it was collected
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than necessary
6. Processed securely

Should you have any queries regarding your Data Protection, please contact Alex Mackie on 07917820033 or amackie@uk2learn.com

Useful information, websites and supporting reference documents

- A copy of the Data Protection Act is available on:
http://www.legislation.gov.uk/ukpga/1998/29/pdfs/ukpga_19980029_en.pdf
- The ICO website address is: <https://ico.org.uk/>

Definitions

- **“GDPR”** General Data Protection Regulation
- **"Personal data"** means any information relating to an identified or identifiable natural person ("data subject")
- An **“identifiable person”** is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person
- **“Processing”** means any operation or set of operations performed upon personal data or 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.

Policy Statement

Personal data must be processed lawfully, fairly and in a transparent manner. It is a requirement of the GDPR that individuals are provided with the following information when their personal data is collected.

- The identity and contact details of the Data Controller and its representative
- The purposes for which the personal data is being collected
- The legal basis for the processing of the personal data
- Who the personal data may be shared with, if applicable
- Details of any transfer of the personal data to a country outside of the EEA, which does not have an adequacy decision
- The period for which the personal data will be stored or, where that is not possible, the criteria used to determine that period

Individuals must also be informed of the existence of the following rights

- The right to subject access
- The right to rectification and erasure of personal data in certain circumstances
- Where the processing is based on consent, the right to withdraw that consent
- The right to lodge a complaint with a supervisory authority
- Whether the data subject is obliged to provide the personal data and the consequences of failure to provide such data
- Where applicable, the existence of automated decision making as well as the significance and envisaged consequences of such processing for the data subject

Where UK2Learn intends to process the personal data for a purpose other than that for which it was originally collected UK2Learn will, prior to that further processing, provide the individuals concerned with information on that other purpose.

If UK2Learn receives personal data from another Data Controller it will provide the individuals concerned with the above information within one month of receipt of the data.

Procedure

UK2Learn will use a layered privacy notice approach to provide individuals with the above information. All privacy notices will be concise, transparent, written in plain language and free of charge.

All forms used to collect personal data will contain basic privacy information and will refer to a more detailed privacy notice which will be available on the UK2Learn website.

Privacy statements will be updated whenever any of the information covered by the statement changes and will be reviewed on an annual basis to ensure that they are accurate and up to date.

Pupil and Parent Privacy notice for UK2Learn

This notice is intended to provide information about how UK2Learn will use or “process” personal data about individuals including current, past and prospective students and their parents, carers or guardians, and host families.

Responsibility for Data Protection

The data controller for personal information held by UK2Learn is registered with the Information Commissioner’s Office (ICO). The registration number is Z1953766 under the organisation name, UK2Learn Guardianship Limited.

Alex Mackie, UK2Learn’s director, is responsible for ensuring that UK2Learn complies with the Data Protection Law. Should you have any queries regarding your Data Protection, please contact Alex Mackie on 07917820033 or amackie@uk2learn.com

Alex Mackie is also responsible for ensuring that the UK2Learn’s policies and procedures in relation to Data Protection are complicit with current regulations.

The purposes for which UK2Learn processes pupil and parent personal data

UK2Learn collects, creates and holds personal information relating to our students and may also receive information about them from their school or previous school, local authority and/or the Department for Education (DfE). We will also collect and hold personal information about our students’ parents and/or carers and/or legal guardians. We use this personal data to:

- To safeguard students’ welfare and provide appropriate pastoral (and where necessary, medical) care
- To maintain relationships with alumni and the UK2Learn family community
- For the purposes of management planning and forecasting, research and statistical analysis and to

enable UK2Learn to monitor its performance

- To receive information about current and prospective students from any educational institution that they attended, including academic records, references and information relating to outstanding fees or payment history
- For the purposes of student selection and to confirm the identity of prospective pupils and their parents
- To make use of photographic images or video of students on our website or in future brochures and publications in accordance with our policy on taking, storing and using images of children
- To raise invoices and process payments in accordance with the school's terms and conditions
- For security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations
- To receive reports from any external bodies who may be working with the student
- Where otherwise reasonably necessary for our purposes of being able to provide the best care possible, for example insurance for UK2Learn
- To keep parents updated about the activities of UK2Learn which may include sending updates and newsletters by email and post or updating our social media channels
- To organise activities and trips

The categories of personal data that we process

The types of personal data processed by the school will include:

1. Names, addresses, telephone numbers, email addresses and other contact details
2. Academic records and national curriculum assessment results, including examination scripts and marks
3. Attendance information, behavioural records, any exclusion information
4. Child protection records (where applicable)
5. References given or received by the school about pupils and information provided by previous educational establishments and/or other professionals or organisations working with pupils
6. Where pupils go after they leave the school
7. Fee payers' bank details
8. Passport and visa details (where applicable) or other evidence of the students right to live in the UK
9. Personal characteristics such as your ethnic group, any special educational needs you may have and any relevant medical information

The legal basis for the processing of pupil and parent data

The legal basis for processing the personal data listed in points 1-9 above are:

- To comply with our legal obligations
- To enable us to fulfil the terms of our contract with you
- Where the processing is necessary for the purposes of UK2Learn's legitimate interests

Information relating to racial or ethnic origin, religious beliefs or health (point 9) will only be processed with the explicit consent of the student or the students' parents. Further information regarding the purposes for which these data would be processed will be provided with the data collection form.

Data Retention Periods

All records kept on the student will be kept until the pupil is 25 years old. Admissions information will be retained for 6 years. Information relating to financial transactions will be kept for 7 years.

Data Security

UK2Learn has in place technical and organisational measures that ensure a level of security appropriate to the sensitive nature of the personal data that we process.

Data Processors

We use third party data processors to provide us with a management information system, accounts software, cloud storage services, apps and software for use in the UK2Learn office. This use of data processors will only take place if is in compliance with the Data Protection Act 1998 and the General Data Protection Regulation.

Decisions on whether we contract with these third-party processors are subject to a robust approval process and are based on a detailed assessment of the purpose for which the data processing is required, the level and sensitivity of data involved and the arrangements in place to store and handle the data. To be granted access to student level data, data processors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

We currently use the following data processors:

Microsoft Office 365, LastPass, Google Drive, NASDrive storage

References

We will provide references and information regarding outstanding fees and payment history to any other educational institution that the student proposes to attend. We will provide references to potential employers of past students.

Inspections

On request, we will share academic records with inspectors from our current awarding bodies and any future awarding bodies, if required.

UK Visas and Immigration

We may be required from time to time to share personal data with UK Visas and Immigration, when they carry out sponsor inspections or when they need to assess an individual's immigration status.

Rights of the Data Subject

Data protection legislation gives individuals certain rights which are detailed below. If you wish to exercise these rights please contact Alex Mackie.

Right of access to personal data "subject access request"

You have the right to access the personal data that UK2Learn holds about you. Requests need to be made in writing. If your child is over the age of 12, they will also need to sign the request. We take the security of personal data seriously, so we may ask you for proof of identity to verify that you are entitled to the

information requested.

Right to withdraw consent

Where we have obtained your consent to specific processing activities you may withdraw this consent at any time.

Right to rectification

You have the right to have the personal data that we hold about you rectified if it is inaccurate or incomplete. We will respond to such requests within one month.

Right to erasure

You have the right to have personal data erased in certain specific circumstances. If you make such a request, we will consider whether the right to erasure applies and give you a full and reasoned response.

Right to restrict processing

In certain circumstances you have the right to request that we restrict the processing of your personal data. If you make such a request, we will consider whether the right to restrict processing applies and give you a full and reasoned response.

If you disagree with a decision that we have taken regarding the processing of your personal data please contact UK2Learn's Director on 07917820033 or amackie@uk2learn.com

You also have the right to lodge a complaint with the information Commissioners Office on 0303 123 1113 or <https://ico.org.uk/for-the-public/>

This Policy Review

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Responsibility for handbook review:	Lucy Barton/Alex Mackie