

## **Student Privacy Notice - How ILS English looks after students personal data**

This policy sets out the basis on which any personal data we collect will be processed by or on behalf of ILS English. This notice informs you how we use the information you give us and how we protect your privacy in line with the General Data Protection Regulation.

ILS English Ltd acts as a data controller for student information. This means that we as an organisation determine the purposes for and the manner in which any personal data are, or are to be processed.

### **ILS English offer services such as English Language courses for our clients and collect Personal Data including:**

- Personal information (such as name, date of birth, email addresses, phone numbers, address and passport information)
- Characteristics (such as language, nationality)
- Attendance information
- Emergency contact information
- Travel information
- Relevant medical information
- Bank information

### **Why we collect and use this information:**

We use the student information:

- To introduce you to the services we offer, to help with ongoing administration, to notify you about changes to our service.to adhere to safeguarding policies and procedures
- To carry out obligations arising from any contracts entered between you and US

- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To assess the quality of our services
- To allow you to participate in interactive features of our service, when you choose to do so

### The lawful basis on which we use this information:

Under Article 6 of the GDPR we collect and use student data as per lawful base:

**(f) Legitimate interests:** the processing is necessary for our legitimate interests.

### Who we share student information with:

We routinely share student information with:

- Government and regulatory bodies such as HMRC, the Information Commissioners Office and the Health and Safety executive
- Educational Tour Organisers and Educational Consultants who work with ILS English Ltd to recruit students for the school
- Inspectorate bodies including the British Council
- Professional bodies of which ILS English Ltd is a member. These include English UK, Quality English and English UK Central
- UK Visas and Immigration upon request
- ILS student database creator and manager, Class (Infospeed)
- Host Families
- Taxi/meet and greet company who provide student airport transfer services
- Photos of students taken at social programme events and at school are shared on the school social media sites including Facebook, Twitter and Instagram.

ILS English Ltd never shares accommodation provider information for marketing purposes with third party marketing companies under any circumstances.

### **Why we share student information:**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We are required to share student information for routine inspections by organisations such as British Council or UK Visas and Immigration as referenced in the list above (Who we share student information with). We are also required to share student information for safeguarding purposes when necessary, for example if there is a welfare issue that would require the police to be involved. We share student information directly with students of the school who will be placed with an accommodation provider during their course at ILS English.

ILS English Ltd uses student photos, nationality statistics and age statistics to provide information and show the school environment to other prospective students.

ILS English is marketed through our website and through a brochure which is produced in house by the school. The brochure is available on our website for public access and download. This brochure is also shared with Educational Tour Organisers and Educational Consultants who work with ILS English Ltd to recruit students for the school, as well as members of the general public who request a copy either in person (by visiting the school building to make an enquiry) or via email or telephone enquiry.

## Your rights regarding your data

Under data protection legislation, students have the right to request access to information about them that we hold. To make a request for your personal information, please contact [enquiries@ilsenglish.com](mailto:enquiries@ilsenglish.com) or call the school office on 0115 9692424.

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, we request that you raise your concern with us in the first instance and we will take all reasonable steps to assist you. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Contact:

If you would like to discuss anything in this privacy notice, please contact:

Anna Dragun, Managing Director at ILS English Ltd [anna@ilsenglish.com](mailto:anna@ilsenglish.com)