

# Confidentiality and Privacy Policy

Rose of York is committed to ensuring the privacy and confidentiality of all students, staff and other clients and partners. All data is protected and kept securely in accordance with the Data Protection Act 1998 and GDPR 2018.

We pledge the following:

- that we will collect and use personal information of students, staff and partners lawfully, according to the Data Protection Act 1998 and GDPR. These state that personal data must be:
  - Processed fairly and lawfully
  - Processed for limited purposes and in an appropriate way
  - Adequate, relevant and not excessive for the purpose
  - Accurate and up to date
  - Not kept longer than necessary for the purpose (as per legal requirements, data is generally stored for up to 6 years. However, this may vary depending on the category of data held and consent given)
  - Kept secure
- that we will not sell, lease or share personal information of students, staff and partners to outside parties unless we have your permission to do so or are required to do so by law
- that we will keep the personal information of students, staff and partners accurate and protect it against loss, theft or unauthorised access
- that we will only collect and use personal information of students, staff and partners to provide the best possible service to all parties, and to enable us to maintain accurate statistical information on our students and staff

The information we collect from individuals may include contact details (such as full name, date of birth, nationality, and address), course information, medical conditions, information to biometrically identify an individual (such as passport and visa documentation for immigration and taxation purposes), National Insurance Number (to show an individual's eligibility to work) and financial processing information (bank details and transaction history). Further details may be asked for depending on extra service at the time of booking or establishing a relationship.

We may disclose personal data we collect to third parties. If you choose a service such as accommodation or airport transfers, we will share the data that the services providers require in order to deliver the service.

All Rose of York students, staff and partners may exercise their right to:

- view the information that we hold on them
- ask us to remove their details from mailing lists
- update information we hold on them to ensure it is accurate
- From 25 May 2018, data subjects will have additional rights to request:
  - That any inaccurate personal data about them is corrected
  - That their personal data is deleted
  - That we stop using their personal information for certain purposes
  - That personal data is provided to them in a portable format
  - That decisions about them are not made by wholly automated means

By submitting your application to Rose of York Language School, either online, in person or through postal correspondence, applicants are consenting to the use of personal information as

described above. By choosing to work for us or with us, teachers and partner organisations are consenting to the use of personal information as described above.

### Our Use of Cookies

Cookies analyse web traffic or visits to a particular site, allowing applications to respond to you as an individual. Such applications can better cater for your needs, likes and dislikes by gathering and remembering data about your personal preferences. We may use cookies only to identify which pages are being used by customers. This helps us to improve the service we provide to customers and potential customers. Most web browsers are set by default to accept cookies automatically, but you can modify your browser setting to decline these cookies if you wish.

### Links from our Website(s) to other Websites

Our website(s) may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

This policy is kept up to date and reviewed annually.

Policy reviewed: May 2018

Due to be reviewed: May 2019