

Privacy notice (students)

What is your 'Personal Data'?

Personal data is information that says something about you as an individual, so it would normally include your name, and/or contact details, or even photographs.

What kind of information do we hold about you?

When you enrol with UK Language Course your agent will provide us with:

- your full name and date of birth, including a copy of your passport for non-EU students
- your contact details, including: name, address, telephone number, email address for parents/guardians (and any additional contact person you may have chosen)
- medical details, including any existing conditions, allergies
- any Special Educational Needs or dietary needs

Additional data that may be collected during the course:

- any first aid or medication which is administered and any accidents you have whilst with UKLC
- photographs and videos of you during the course
- any safeguarding issues which may arise.

This list is not exhaustive and there may be further necessary information collected on occasion.

Why do we need this information?

We need to use personal data in order to:

- provide your language course and accommodation
- provide appropriate pastoral care
- provide services needed
- assess the quality of our service
- carry out our statutory duties

The purpose of processing your information is to provide you with the best education we can, as well as to meet our other legal requirements.

For certain "special categories" of data (like health or ethnicity information) we rely on your consent. This means you will be asked for consent for certain sensitive data to be processed.

What do we do with this data?

The information detailed above is all stored either in electronic or paper form at the Head Office or the centre where you are staying and is not shared with any third party unless this is necessary for us to perform our statutory duties. We will contact you for your consent to share information in these, or any other, circumstances.

We will also do all that we can in order to protect your personal and sensitive data, all appropriate computers and folders are password protected and paper files are locked away.

How long do we keep this data?

We are also obliged to retain your data for some time after you have left the course, especially with regards to SEN and safeguarding. The retained data will be securely stored and then destroyed after 2 years from the end of the tax year they relate to.

Without your consent, we will not process any personal data about you which we do not need.

How you can access your data?

You can, at any time, ask to see what data we hold about you or withdraw your consent to our processing your data. You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to UK Language Courses, Suite 1D Rossett Business Village, Rossett, Wrexham, LL12 0AY. (info@uklc.org). If you believe that any information we are holding on you is incorrect or incomplete or you do not wish to be contacted, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.