



The Bournemouth School of English

Data Protection Policy

understand how your personal information is stored and used

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Context: The Bournemouth School of English needs to request, store, and transmit information about clients, agents, staff, and other service users in order to successfully carry out the daily duties, and meet the legal requirements, of a language school.

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To be reviewed: Annually

Statement

The Bournemouth School of English recognises our duty to comply with UK data protection law; we regard the lawful and correct treatment of personal information as essential to successful working, and to maintaining the confidence of those with whom we deal.

To this end, The Bournemouth School of English will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Specifically, the Principles require that personal information shall:

- be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes;
- be adequate, relevant and not excessive in relation to those purpose(s);
- be accurate and, where necessary, kept up to date;
- not be kept for longer than is necessary;
- be processed in accordance with the rights of data subjects under the Act;
- be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information;
- not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.

What data do we process, and why

The Bournemouth School of English needs to process personal data in order to:

- support students academically and pastorally;
- promote the school's services and successes;
- meet safer recruitment guidelines.

As part of the lawful and natural processes of a language school, it is necessary to transmit personal information on a regular basis. Only the relevant information is transmitted to allow a third party to perform their duties appropriately.

The Bournemouth School of English will process a wide range of data about students, agents, employees, and homestay providers. This personal data may include, but is not limited to, basic personal details, contact details, passport and visa information, school assessment records, special educational needs and bank details. The school will also process some sensitive information such as ethnic group, religious beliefs and any medical information. Personal data can be collected directly from the person, or through a third party, such as an agent.

Each new student is photographed and the picture stored securely on our database. Such pictures are purely for the reference and records of the school, and will only be taken after the student has given their consent. In the case of children, consent is obtained from the student's parent or guardian by means of our Parental Consent Form.

Situations where data is transmitted includes, but is not limited to:

- testing students and placing them in class;
- organising accommodation, leisure, or travel services;
- enrolling students in external examinations;
- safeguarding students and ensuring their wellbeing;
- exchanging relevant information with a student's agent, parent, or legal guardian;
- compiling statistical information and monitoring the school's performance;
- meeting accreditation and inspection requirements.

Although The Bournemouth School of English has no influence over the way they use their data, all third parties are also expected to comply with the Data Protection Act 1998.

Any student, employee, or supplier who discloses information about another person without their explicit consent will be deemed to have breached confidentiality and dealt with according to the School's Disciplinary Policy.

Security

The Bournemouth School of English understands that it is our responsibility to keep all personal data safe.

Any information that is stored on paper will either be locked in a secure place, or will be in an area that is constantly manned by a member of senior staff.

All information that is stored electronically will be securely password-protected, and/or securely encrypted, and only the relevant members of senior staff will have access to this information.

If other members of staff need to know the information, the senior staff member will disclose only the essential information.

Asking to see your data

You have a legal right to ask to see the data that the School holds about you. You will need to make a Subject Access Request, in writing, to the School Principal, who will respond within 30 days.

A Subject Access Request (SAR) is simply a written request made by, or on behalf of, an individual for the information which he or she is entitled to ask for under section 7 of the Data Protection Act 1998. The request does not have to be in any particular form. There is a £10.00 administrative charge for this request.

Some information is exempt from the right of access, such as details of a third party, or disclosure of another individual. The Bournemouth School of English also has the right to withhold information that may cause distress or is damaging to read. Any references the school has received by a third party will not be disclosed unless the disclosure will not identify the source of the reference.