

## **Data Protection Policy**

### **Updated September 2022**

UK Study Centre Guardianship collect information directly from you when you choose to participate in our offers and services, programmes, subscribe, call or email us, or otherwise provide information directly with us. This policy explains what happens to any personal data that you provide to us, or that we collect from you when you are on this site.

[For the purpose of the Data Protection Act 2018\* and the General Data Protection Regulation 2016\*\*, our data controller is Alexander Nanian]

#### **Information We Collect**

The following are examples of information that we may collect directly from you:

- Name
- Email address
- Postal address
- Telephone number
- Demographic information
- Payment information and bank account details
- Communication preferences
- Education preferences and history
- Information that you provide by filling in forms on our website, such as when you registered for information or make a purchase
- Information provided to us when you communicate with us for any reason.

## **Use of Cookies**

We may on occasion gather information regarding your computer whilst you are on our website. This enables us to improve our services and to provide statistical information regarding the use of our website to our advertisers where appropriate. Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.

Similarly to the above, we may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website.

Our advertisers may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on advertisements on our website.

## **Use of Your Information**

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- To provide you with information requested from us, relating to our products or services. To provide information on other products which we feel may be of interest to you, where you have consented to receive such information
- To meet our contractual commitments to you
- If you are an existing client, we may contact you with information about services similar to those which were the subject of a previous sale to you
- Further, we may use your data, or permit selected third parties to use your data, so that you can be provided with information about unrelated goods and services which we consider may be of interest to you. We or they may contact you about these goods and services by any of the methods that you consented at the time your information was collected

### **Storing Your Personal Data**

Data that is provided to us is stored on our secure servers. The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

### **Disclosing Your Information**

Where applicable, we may disclose your personal information to any member of UK Study Centre Group. This includes, where applicable, our Tuition and School placement service.

We may also disclose your personal information to third parties:

- Where we sell any or all of our business and/or our assets to a third party
- Where we are legally required to disclose your information.
- To assist fraud protection and minimise credit risk.

If you are applying as a host family the information we collect will be used to create a host family profile and will only be shared with relevant parties in relation to hosting students.

In Processing your application and as part of our Safer Recruitment policy we will need to share your information with a third party agency called uCheck whom we use to undertake a DBS check as an essential part of our screening process. The information uCheck gather is also handled in accordance with the data Protection Act 2018\* and the General Data Protection Act 2016\*\*.

As part of our accreditation process we need to share contact details with AEGIS head office and lead and supporting inspectors. We permit them to process your data only for specified purposes and in accordance with GDPR.

### **Access to Information**

The Data Protection Act 2018\* and General Data Protection Regulation 2016 gives you the right to:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data
- Choose to remove your consent for us to process your data
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights please contact us using the details below or email [alex@ukstudycentre.com](mailto:alex@ukstudycentre.com). Further advice and information are available from the Information Commissioner's Office on 01625 545745.



## References:

\*Data Protection Act 2018: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

\*\*Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (United Kingdom General Data Protection Regulation): <https://www.legislation.gov.uk/eur/2016/679/contents#>