

# Broadstairs Centre

## Privacy Notice: Students and Group Leaders (Customers)

The General Data Protection Regulations (GDPR) ensure that the collection of personal data by organizations is done with the individuals' full knowledge of how and why their data is being collected, used and stored. This privacy notice outlines how Broadstairs English Centre collect, use and store your personal information and is a summary of the relevant parts of Broadstairs English Centre's Privacy Policy.

Broadstairs English Centre's Privacy Policy can be downloaded from the School's website ([www.broadstairsenglish.com/privacypolicy](http://www.broadstairsenglish.com/privacypolicy)) or can be requested by emailing [info@broadstairsenglish.com](mailto:info@broadstairsenglish.com)

### **We collect information when you:**

- apply to join a course at the School
- contact us for information (via email, phone, website, etc.)

### **We may collect some or all of the following information (depending on whether you are applying through an agency or other third party):**

- full name
- address
- contact telephone numbers
- contact email address
- date of birth
- passport number
- photo
- next of kin details
- medical details (including allergies and intolerances etc.)
- language capability details (including any learning difficulties or differences, e.g. dyslexia)
- criminal records checks to establish suitability to be in contact with children under the age of 18

Permission to collect and store data of students under the age of 18 is obtained directly from the child's parents or legal guardian through our parental consent form.

### **Who has access to your personal data?**

- the Directors
- members of the accommodation department
- members of the activities department
- members of the teaching department

- the Bookings Officer
- the Finance Officers

### **Who do we share your personal data with outside the School?**

Regulatory bodies and other organisations who we have contracts with to provide services required for the operation of the School. In all cases we limit the personal data shared to that which is necessary for others to carry out the function we have contracted them to perform. We will never sell your personal data to anyone and will keep it secure. Your data may be shared with:

- Education Travel Organisations (agents)
- Inspectorates, regulatory bodies and other contracted service providers, e.g. British Council, IT support contractors
- homestay providers
- government agencies, e.g. the Home Office
- taxi and airport transfer providers
- other schools or venues that need information to ensure your health and safety, e.g. on immersion courses with shared classes in UK state schools

### **How long do we retain your personal data?**

We will retain your personal data for the duration of your stay and then for a further five years to allow us to:

- meet our regulatory and legal obligations
- make administration of returning students more efficient
- keep you informed with news from the School that may be of interest to you

After five years all records will be deleted.

### **Legal bases for processing your data**

The General Data Protection Regulations (GDPR) establishes six legal bases on which data may be processed:

- consent
- contract
- legal obligation
- vital interests
- public task
- legitimate interests

For further information see [www.ico.org.uk](http://www.ico.org.uk)

For all data collected as part of the process of enquiring about, applying for or booking a course (including related components such as accommodation and transfers) we process using the bases of contract and/or legitimate interests. Where required by law, we may also process data under the basis of legal obligation.

**Broadstairs English Centre**

Accredited by the  
 **BRITISH COUNCIL**  
 for the teaching  
 of English in the UK

 **Quality English**

**ENGLISH UK**  
 member