

Data Protection Policy

Wimbledon Language Academy will always endeavour to comply with relevant legislation in regard to the keeping of employment records, student information and other personal details of our representatives.

All information will be kept in accordance to Data Protection Act 1998.

The data must be:

- fairly and lawfully processed
- processed for limited purposes and not for any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than necessary
- processed in line with the data subject's rights
- secure
- not transferred to countries without adequate data protection

Personal data processed by the school

Wimbledon Language Academy will process a wide range of data of students, agents, employees and their representatives. 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. Personal data can be collected directly from the person, or through a third party, such as an agent.

Purposes for which data may be processed

Personal data is processed by Wimbledon Language Academy strictly in accordance to the Data Protection Act in order to:

- support students in their learning
- monitor and report their progress
- provide pastoral care
- publish examination results
- assess the schools overall progress
- where appropriate, promote the school to prospective students and agents
- to ensure employees have the relevant qualifications
- other reasonable purposes relating to the school, such as information given to Homestay or college residence providers.

Third parties with whom Wimbledon Language Academy may need to share information

Many students at Wimbledon Language Academy use an agent to arrange their courses on their behalf. We only collect and send back information that is completely relevant to the booking.

Wimbledon Language Academy may need to pass on personal information to other third parties from time to time, for example when booking a transfer from the airport to accommodation. Other third parties may include local authorities, other public authorities, health care professionals and independent school bodies such as the British Council or Independent Schools Inspectorate.

This data may be used:

- to safeguard students and ensure their wellbeing
- to enable the relevant authorities to monitor the school's performance
- to enable students to take part in examinations and to monitor their progress

- to compile statistical information (usually on an anonymous basis)
- to ensure the students safe arrival to the UK and to ensure they have a place to stay
- to arrange the entire stay for the student through an agent of the student's choice and to give the relevant information needed for their stay to this agent.

All third party organisations are expected to comply with the Data Protection Act 1998 themselves and Wimbledon Language Academy have no influence over the way they use their data.

Security

Wimbledon Language Academy understand 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 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.

Subject Access Requests

Students have the right under the Data Protection Act to request to see the personal information that Wimbledon Language Academy keep on them. They will need to make a Subject Access request to the Principal who can arrange for the information to be copied. Some information is exempt from the right of access, such as details of a third party or disclosure of another individual. 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.

October 2013

This policy is reviewed on an annual basis. However, if any issues relating to the policy should arise, the policy will be reviewed immediately.

Date of next scheduled review: October 2014