



Privacy Policy – Students

At BEST in Bath we take data protection and the privacy rights of our students extremely seriously and we comply with GDPR. This policy sets out the basis on which any student information will be collected, stored and shared by BEST in Bath.

- **What information is being collected?**

Personal details which are required to offer the services requested. These are name, date of birth, home address, email address, passport or ID details and relevant medical, special needs and dietary information. We also collect emergency contact information. Records of attendance are kept along with reasons for any absences.

- **Who is collecting it?**

Educational Tour Operators collect the data from their clients and send it to BEST in Bath. In a small number of cases, this information is sent to us directly.

- **Why is it being collected?**

To provide services to students and fulfil our contract with them. This includes placing students in appropriate accommodation as per their requests, placing students in appropriate classes and supporting them with their learning. Personal data is never used for marketing purposes and it is not passed on to a third party.

- **How is the information stored?**

Information is stored electronically, but not on a cloud. Computers are password-protected and locked away at night. Only staff who need to use the information as part of their role know the passwords. Paper-based copies are kept in a locked cabinet.

- **How long is the information kept?**

Student data is kept until the end of the calendar year. At the end of the year (for adult students) and the week after departure (for teenage students and those who are travelling as part of a school group), paper-based copies are shredded and information held on computers is deleted. Names on lists with no further personal details (eg registers) may be kept longer.

- **Who will it be shared with?**

- Homestay providers (details of name, date of birth and any health issues, medication needed or dietary requirements).
- Teachers (name, age, special educational needs, relevant medical information).
- Educational tour operators who send students to the school.
- UK Visas and Immigration on request.
- Professional organisations such as English UK.
- The British Council.

- **How can I access my personal data?**

Under data protection legislation, students and the parents of students under the age of 18 have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's information,

contact info@bestinbath.co.uk or the school office via telephone on **+44 1225 424114**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance and we will take all reasonable steps to assist you.