

Data Protection policy (GDPR)

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Isca School of English
Sarah Tomlinson,
Richard Tomlinson, Jo Tomlinson, DOS

Privacy statement	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
Your rights	Sarah Tomlinson, Principal , DPO	<p>You have the following rights under data protection legislation:</p> <ol style="list-style-type: none"> 1. to access a copy of the information comprised in your personal data; 2. to object to processing of your personal data that is likely to cause or is causing damage or distress 3. to prevent processing for direct marketing 4. to object to decisions being taken by automated means; 5. in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and 6. to claim compensation for damages caused by a breach of data protection legislation.
Sharing your data	Sarah Tomlinson, Principal , DPO	We may share your Data with partners such as British Council and English UK, and third- party data managers that we appoint as data processors as part of administering your involvement in the school (Oxford University Placement test, DBS). We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing. We will also not share any other personal data you provide to us.
Data Protection and Privacy Policy	Sarah Tomlinson, Principal , DPO	All of the personal data we collect from you will be collected, stored and processed in accordance with the terms of ISCA's Data Protection and Privacy Policy which follows below
Complaints	Sarah Tomlinson, Principal , DPO	If you have any concerns or complaints in relation to how ISCA collects and/or processes your personal data, you should contact ISCA's data protection officer in the first instance by emailing study@iscaschool.com . If you are dissatisfied with how your concern/complaint is dealt with by ISCA, you have the right to report your concern/complaint to the Information Commissioners Office

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Produced by	Sarah Tomlinson	Date:	11.04.2018
Subject to review, monitoring and revision by:	Sarah Tomlinson	Every:	12 months or sooner if work activity changes

Data Protection and Privacy Policy

Organisation name: Isca School of English

Our legal bases for processing your information	We will process your Data on the basis of the following legitimate interests: <ul style="list-style-type: none">• To check and validate data to support administrative processes. For example: DBS checks, Oxford University placement test, payroll and legal requirements• Providing relevant and necessary information via email, text, post to you about Isca	
How we use your information	We may use your personal information for a number of purposes, including: <ul style="list-style-type: none">• To deal with your requests and enquiries.• To contact you for reasons related to your enquiry.• To notify you about Events. To be used by staff to organise training and other matters	
Protecting your information	<p>Storage of Data</p> <ul style="list-style-type: none">• In cases when data is stored on printed paper, it will be kept in a secure place where unauthorised personnel cannot access it.• Printed data will be securely shredded when it is no longer needed• Data stored on computers will be protected by strong passwords that are changed regularly.• Data stored on CDs or memory sticks must be locked away securely when they are not being used• The DPO must approve any cloud used to store data• Servers containing personal data must be kept in a secure location on site or with an approved third party IT provider• Data should be regularly backed up• If data is stored directly to mobile devices such as laptops, tablets or smartphones or to equipment not belonging to the Isca School they will have to have file encryption.• All servers containing sensitive data must be approved and protected by security software and a firewall. <p>The data that we collect from you may be transferred to a destination external to Isca 's own secure network (Oxford University Press). By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information.</p>	

<p>Finding out what information EH holds about you</p>	<p>Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact Isca's Data protection officer: Isca School of English 4 Mount Radford crescent EX2, 4EN</p>	<p>You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting.</p>
<p>Your responsibilities</p>	<p>You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records. Children Only children aged 13 years and over may lawfully provide their own consent for the processing of their personal data in the UK accordingly an adult with parental responsibility must provide consent for processing if the child is under 13; and in cases where the child is between the age of 13 -18 consent from both parent and child should be obtained</p>	
<p>Data retention</p>	<p>Any data that we collect from you will be deleted in accordance set out below:</p> <ul style="list-style-type: none"> • Student registration information after 6 years (HMRC Legislation) • Host family data 4 years after a host family has not played an active part in hosting student or immediately if you request this. • Staff Information registration information after 6 years (HMRC Legislation) • Registration lists, entry forms and results for ISCA open after 6 years (HMRC Legislation) • Payroll contact details – 5 years post employment • Employees' bank detail – 3 years post employment • Pension details – 75 years post employment • Payroll tax details – 6 years post employment • Human resources files (ie your staff files) 6 years post employment • Recruitment files for unsuccessful candidates – 6 months post campaign max 	
<p>Removal of Data</p>	<p>A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request.</p>	
<p>Reporting breaches</p>	<p>All staff have an obligation to report actual or potential data protection compliance failures.</p>	<p>This allows us to:</p> <ul style="list-style-type: none"> • Investigate the failure and take remedial steps if necessary

		<ul style="list-style-type: none"> • Maintain a register of compliance failures • Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures
Training	All staff must be aware of the policy and will receive relevant advice and/or training on this policy if relevant to their roles.	Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure.
Monitoring	Everyone must observe this policy. The DPO has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.	