

Privacy Notice for Host families

In May 2018 we updated our Privacy Policy to make it easier for you to understand what information we collect and why we collect it.

Nothing is changing about how your information is processed.

We're making these updates as new data protection regulations come into effect in the European Union.

What Information do we collect from you?

Names of all people in your homes (including your children), date of birth (of everyone in your family), your address, passport information (only if your student is arriving into Exeter airport as an unaccompanied minor. We will contact you directly to ask for permission), your contact telephone numbers and email address, information about your home, the different diet you can provide, your pets and your hobbies, we collect personal references on you and if you already have a valid DBS on the renewal system we collect this number, fire risk assessment on your home, confirmation you have carried out your legal obligations to make your home/car safe for our students . Finally we ask for your bank information so that you can be paid.

Why do we collect this information?

We use your information to tell our students about you and to be able to comply with our legal obligations. In GDPR terms we use your data for the pursuit of legitimate interests only. We do not pass your information on for third party marketing.

Who might we share your information with? In the GDPR Consent form below we detail exactly how and what is shared

- 1) Students
- 2) Devon Fostering team (only in specific cases and we will tell you if this happens)
- 3) Our accounts department/accountant /HMRC
- 4) Civil and Corporate (third party data processors)
- 5) Airlines (only in the case of unaccompanied minors arriving at Exeter airport and we will be in contact about this)

How long do we keep hold of your information?

We keep your information for the legally required time and after this your information is shredded and/or destroyed if you are no longer hosting.

How can I access the information you hold about me?

Contact us on: 2office@iscaschool.com to organise a time to come in. You will need to provide two forms of valid identification (one must be valid photo ID – either passport or photo driving licence) before the office can share any information with you.

GDPR Consent

When the processing of Personal data has multiple purposes, an individual should give their consent to each of the processing purposes. You have the right to withdraw this consent at any time and the right to erasure and right to be forgotten. Could you please read the following and give your formal consent by replying to this email. We will keep a dated copy of your email to show that you have given consent and understand the following:

- I/We agree to Isca giving the following information to the students allocated to us: Our names, ages, names of children, pets and hobbies, address, email and contact telephone numbers.
- I/We understand that students will contact us before arrival using this information.
- I/We understand that our data is kept securely on password protected computers and in paper form under lock and key on premises with alarms.
- I / We understand our data is kept for the legal required times and safely destroyed once these have passed if we are no longer hosting.
- I/We agree that Isca can send our name and email address to the third party data processor "Civil and Corporate" to begin the process of DBS checks. They will contact you only in order to carry out these checks. They will not sell on your information to third party marketing or any other data processors.
- I/We agree that Isca can contact us with information about student bookings and all administration connected to the smooth running of the school and their legal obligations.
- I/We understand that our data will not be used in any other ways other than to comply with legal requirements and that personal data processing is necessary as part of our contract with Isca as a host family.
- I/ We agree that Isca can process our personal data in order to comply with Isca's legal obligations and that this data will be kept for the legal length of time before being safely destroyed and/or shredded.

If you agree to all of the above please tick yes in the consent box when you complete the annual host family form via our website.