

## DIGITAL ELEA | DATA POLICY

Staff, student and host records should be maintained and divulged to third parties only within the provisions of the Data Protection Act 2018 (GDPR)

We are required to collect contact information about our staff/students/clients/homestay providers and other third parties in order to comply with the law and our 'safer school' policy, which will be held on our central system for the duration of the application process and the course. On completion of the course/experience/employment, we will permanently delete this data and securely shred any paper / written copies of the information provided, as per the table below.

We ask for this information in order to provide all stakeholders with the safest possible experience. In the case of any emergency, we must have accurate personal information and also emergency contact details for all stakeholders. We may also be required to provide evidence of the country of origin of our students, and for this reason, we ask for copies of passports / ID cards.

In the case of students under the age of 18, we require full contact details of the child, both parents / legal guardians and any guardian of the child in the UK (as per our Guardianship Policy). In the case of any accompanying group leader/teacher, we ask for full contact details, emergency contact details and all relevant background checks, as per our 'Safer School' policy.

## MANAGING AND VIEWING YOUR DATA

Stakeholder	Who can view my data?	How is my data held?	How long will you retain my data?
Academic Management staff	Centre Manager	Password protected online file	Duration of employment and for six months after employment
Teaching staff	Centre Manager / Academic Manager or Academic Programme Coordinator	Password protected online file, possibly paper copies	Duration of employment and for six months after employment
Administration staff / interns	Centre Manager	Password protected online file	Duration of employment and for six months after employment
Students / parents / guardians	Centre Manager / Academic Manager or Academic Programme Coordinator / Teachers / Office Support Staff / Interns	Password protected online file and / or paper applications / assessment tests / reviews	Duration of course / programme and for up to six months after end of course
Homestay providers	Centre Manager / Homestay Compliance Staff / your homestay guests	Password protected online file, possibly paper copies	We will contact you annually regarding your ongoing availability as an accommodation provider. In case

			of ceasing to provide services, we will delete your data within 3 months.
ETO / Group Leaders / Accompanying Teachers	Centre Manager / Administration staff	Password protected online file and / or paper applications / assessment tests / reviews	Duration of course / programme and for up to six months after end of course

## OUR PROMISE

**We will not use your information in any way, other than that identified above.**

We will never contact you or send you unsolicited communication unless you specifically sign up for one of our newsletters, social media or are one of our established partners (ETOs). We will not give your information to any third party, unless requested to do so by a recognised authority, such as the Home Office, Inland Revenue, Police or the British Council Accreditation Unit.

**We will never sell any of your data or information.**