

Student Data Protection Notice

As a student at Celtic English Academy, some of your personal data will be stored and processed by the Academy.

This page explains how your information is used. The [Information Commissioner's Office](#) also provides useful guidance on data protection.

Purposes

The Academy collects your data, including your photograph, during your application and enrolment in order to:

- organise your studies
- give access to and ensure the security of academy buildings
- provide student support services (libraries, advice, IT facilities)
- carry out legal duties, providing information to others (see disclosures section)
- provide other activities within the Academy business including

The Academy has a [code of practice](#) on the use of photographs for identity. This code sets out when and how you can expect your student card to be used to check your identity.

Disclosures

The Academy will share your relevant personal data with the following bodies:

Disclosure to	Details
Sponsors (including embassies and supervisors) where a contract exists	In accordance with the terms of the contract (which usually relates to attendance and progress reports). This does not include anyone who is paying money toward your studies but where there is no formal contract i.e. parents. Unless you are under 18 years of age.
Homestay providers	Where this is necessary to allow communication with your host family. (name, age, gender, nationality, contact details)
Work placement sites or educational partners involved in joint course provision	Where this is necessary for your programme.
Potential employers or providers of education whom you have approached	To confirm your qualifications.
UK agencies with duties relating to the prevention and detection of crime, collection of a tax or duty or safeguarding national security	In order to allow the assessing and collecting/paying Council Tax, Benefits or Tax. To aid the police, UK Visas and Immigration Agency or the Foreign and Commonwealth Office.

Disclosure to**Details**

This happens as necessary in consideration with your rights and freedoms.

Any other disclosures that the Academy makes will be in accordance with the Data Protection Act and your interests will always be considered. Under no circumstances, will your data be shared or discussed with anyone without your written consent.

Your rights

You have a right to a copy, or to object to the processing of, your personal data held by the Academy. Any requests or objections should be made in writing to the HR Officer through a [Subject Access Request](#) and there will be a £10 standard fee.

Your responsibilities

You have a responsibility to keep your personal details up-to-date via the FrontDesk App or via email to info@celticenglish.co.uk

During the course of your studies you may have access to personal information about others. You are expected to treat this in a responsible and professional manner and are legally required to do this under the Data Protection Act, as well as any professional ethics or codes of conduct.

If you are made aware of personal information in confidence including regarding someone's mental or physical health then you are expected to not tell anyone without the individual's consent, unless there are exceptional circumstances.

You should also not seek to gain others' personal data if you are not entitled. Disciplinary action will be considered for any Academy member who breaches the Data Protection Act or a duty of confidence.

Contact us

If after reading this page you still have queries then please contact our **HR Officer** at:

[NAME]
18 Park Grove,
Cardiff,
CF5 1NA

+44 2920 344805

[EMAIL]