

## **1. Privacy notice**

### **1.1 Who are we?**

guardians etc. provide school placement/education consultancy and guardianship services to families and students both in the UK and worldwide

Our Data Protection Officer can be contacted directly here:

- [contact@guardians-etc.com](mailto:contact@guardians-etc.com)
- +44 1275 843 156

The personal data we would like to collect from you is:

- Parent's name, address, phone numbers, emails
- Students name, address, phone numbers, emails
- School reports, exam results, medical reports, EPR reports and any other relevant education reports
- Proof of identity documents such as passports, utility bills, birth certificates, driving license, visas, BRP cards
- Insurance and safety certificates such as house, car, utilities certificates etc.

The personal data we collect will be used for the following purposes:

- Communicate with you
- Communicate with schools
- Identify suitable schools
- Share with prospective schools
- Share with host families
- Share with selected school on an ongoing basis
- DBS applications
- Safety vetting

The special categories of personal data concerned are:

- Ethnic origin
- Health data
- Education data

### **1.2 Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for guardians etc. to process all types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by emailing us: [contact@guardians-etc.com](mailto:contact@guardians-etc.com)

### **1.3 Disclosure**

guardians etc. may pass on your personal data to third parties such as host families, schools, prospective schools and DBS

### **1.4 Retention period**

guardians etc. will process personal data for as long as is required.

### **1.5 Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 1.3 above) in the processing of your personal data.

#### 1.6 **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by guardians etc. (or third parties as described in 1.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and guardians etc. data protection Officer

#### 1.7 **Privacy statement**

Read more about how and why we use your data below and at [www.guardians-etc.com](http://www.guardians-etc.com)

## 2. **Online privacy statement**

### **Personal data**

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

### **How we use your information**

This privacy notice tells you how we, guardians etc. will collect and use your personal data - guardians etc. provide school placement/education consultancy and guardianship services to families and students both in the UK and worldwide

### **Why does guardians etc. need to collect and store personal data?**

In order for us to provide you with the above service we need to collect personal data. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes guardians etc. would contact you for additional consent.

Will guardians etc. share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to guardians etc. in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with guardian's etc. procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### **How will guardian's etc. use the personal data it collects about me?**

guardians etc. will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. guardians etc. is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### **Under what circumstances will guardians etc. contact me?**

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

### **Can I find out the personal data that the organisation holds about me?**

guardians etc. at your request, can confirm what information we hold about you and how it is processed. If guardians etc. does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of [Organisation Name] or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.

- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

**What forms of ID will I need to provide in order to access this?**

guardians etc. accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, birth certificate

**Contact details of the Data Protection Officer**

contact@guardians-etc.com - +44 1275 843156

**Document Owner and Approval**

The Data Protection offices is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR

A current version of this document is available.