



## Privacy Notice (Students)

### What is your personal data?

Personal data is information that says something about you as an individual, so it would normally include your name and/or contact details, or even photographs.

### What kind of information do we hold about you?

When you enrol with Sudy Links, you or your parents / agent / institution (e.g. school/university) will complete a registration form and provide us with some if not all of the following information:

- Your full name, date of birth, gender, nationality, religion, languages spoken
- Your passport and visa information
- Your contact details, including name, address, telephone number, email address for parents / agent/guardian (and any additional contact person you may have chosen)
- Medical details, including any existing conditions, allergies
- Any Special Educational Needs or dietary needs
- Your hobbies/interests
- Your UK institution name, address and year group
- Information regarding your educational/pastoral history (e.g. recent school reports, special requests or notes from your parents to assist in a more insightful level of care of you)

Additional data that may be collected during the lifetime of our service:

- Any medical, academic or pastoral updates we are given from you / parents/ institution / homestay / agent whilst with Sudy Links
- Photographs and videos of you
- Any safeguarding issues which may arise.

This list is not exhaustive and there may be further necessary information collected on occasion.

### Why do we need this information?

We need to use personal data in order to:

- Provide your guardianship and/or accommodation
- Provide appropriate pastoral care and academic advice
- Provide services needed
- Assess the quality of our services
- Carry out our statutory duties

The purpose of processing your information is to provide you with the best education and related support we can, as well as to meet our other legal requirements.

### What do we do with this data?

The information detailed above is all stored either in electronic or paper form at the Head Office and relevant parts of data only shared with relevant third parties where it is necessary for us to perform our service (e.g. matching with appropriate homestay families and arranging for our remote staff to visit you) and / or statutory duties. We will contact you for your consent to share information in any circumstances. We will also do all that we can in order to protect your personal and sensitive data, all appropriate computers are password protected and paper files are locked away.



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### In what other circumstances would we share this data?

We may need to share your data with external Guardianship inspection bodies such as Aegis or the British Council. This will help us to become an accredited Guardianship organisation and maintain the quality of our services. In the event of an inspection we will inform you in advance that your data may be shared. The organisations will delete this data from their systems as soon as the inspection is over.

### How long do we keep this data?

We are obliged to retain your data for some time after we have completed our services to you, especially with regards to SEN and safeguard. The retained data will be securely stored and then destroyed after 7 years from the end of the tax year they relate to.

Without your consent, we will not process any personal data about you which we do not need.

### How you can access your data?

You can, at any time, ask to see what data we hold about you or withdraw your consent to our processing your data. All individuals whose data is held by us, have a legal right to request access to such data or information about what is held. We shall respond to such requests within 40 days and they should be made in writing to:

Study Links, 4 Park Bottom, Bradford, West Yorkshire, BD12 0UA or [hello@studylinks.co.uk](mailto:hello@studylinks.co.uk)

A charge may be applied to process the request.

If you believe that any information, we are holding on you is incorrect, incomplete or you do not wish to be contacted, please write or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.