

Data Protection Policy

Any personal data that you may be asked to provide on inlingua Leeds web sites will be held and processed in accordance with the requirements of the UK 1998 Data Protection Act and the updated General Data Protection Regulation (GDPR). Our processes and systems for collecting and storing personal information are constantly under review and updated as the laws are brought in.

We have an inlingua Leeds Data Protection Officer that you can talk to anytime about the information we have about you. When you register to our school, you agree that we can take basic information for our registration process and safety information.

Why does inlingua Leeds need my data?

inlingua Leeds takes data for student enrolment, advertising and market research. The platforms you use to find us online (the website, Facebook, Instagram, Twitter, portal and other online platforms) may collect your data for their own marketing and research. We will ask for information like your name, age, passport details and address. We will ask for some personal information in your first Welfare Induction including your emergency contact information. We need this information for your safety. We will only need information like your bank details if we need to refund you a direct payment. Please do not give your bank information to anyone claiming to be from our school without confirmation, and inform us immediately if anything suspicious happens.

We keep all data private and safe and it can only be seen by inlingua Leeds admin and management on password-protected systems. We will not share your information with other companies, unless it is important to your booking at inlingua Leeds. For example, if you want to book our homestay, we will need to tell them your name, nationality and contact details, so they can contact you and you will get basic information about them too. This will also be important if your course or your booking is only part at inlingua Leeds, for example, an internship or we might share your information with a university to make an application. We will only give necessary information for organising that. We do not share passport details unless it is with UKVI and we never share bank details. If you have a sponsor or another person paying for you, they can only see your data if we get permission from you.

We might need to share your information with our inspectors and other agencies that are checking how we work and that we follow the law. These companies will only look at your information to see how we use it and will not use it for any other reason. We also may need to pass your information onto authorities, such as UKVI or the police, if we have proof that you have broken a law, been a victim of a crime or an accident. We will only give relevant and required information. We will try to tell you before we do this, but it may not always be possible.

We will only keep your data on our files as long as we need to for the smooth running of our business. If you ask us to delete your files, we will. If you want to look at any of the data we have for you, then you can ask us and we can show you. We cannot show you data for another person.

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Last Reviewed: 21/12/2023

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Management

To register as a student, you must give us an Emergency Contact. This information will only be used in an emergency. We cannot accept you as a student without any emergency contact on file. Please make sure that this person knows they are your emergency contact. We will take other information during your Welfare Induction on your registered doctor and dentist. This is for emergency use only (for example, if you are admitted to hospital during school hours and we are required to inform your GP) and for ensuring that you are registered.

During your course, you will have your data stored on our internal database and our online portal system. This information will be about your attendance and progress and will be accessible only to you, your teacher and our management. Other students, teachers and agents or sponsors will not be able to see this information. You must make sure that your password is kept safe and please tell our Administrator if you think someone else has got access to your account.

If you have more questions about how we use your data, please speak to the Data Protection Officer.

Newsletters, marketing and social media

inlingua Leeds has a monthly newsletter and regularly sends out promotional material to our database. This database consists of:

- Partnered agencies and current agencies of interest
- Ex-students
- Current students
- Enquiries
- Newsletter sign ups
- Information requests submitted on the website

Submitting your information means you are automatically entered into our newsletter and marketing lists. If you wish to opt out, you need to send us an email requesting that you are taken off the list. This request will be effective immediately. If you do by any chance receive more information, please email info@inlinguleeds.com directly and our management will investigate your complaint. Information submitted in this way will not be shared with third parties.

inlingua Leeds is active on a range of social media platforms, including Facebook, Instagram, Twitter, YouTube, WhatsApp and WeChat. We may occasionally contact 'friends' directly if we feel our services are relevant. Students enrolled in our courses are automatically registered as willing to be featured but can opt out at any time or choose not to allow certain images to be put online. All requests must be submitted in writing and be clear. inlingua Leeds will only use first names when referring to students, but full names may be displayed on certificates and other documents present in the image. Images of official documents, addresses or phone numbers will never be featured and any incidences must be reported to inlingua Leeds management. Staff at inlingua Leeds are not permitted to post personal information of students online, and are discouraged to post publicly about the school, students or staff. If a staff member posts something deemed inappropriate that relates directly to inlingua Leeds, they will be required to delete it and will be subject to disciplinary measures.

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In the case of other students posting online, inlingua Leeds cannot take responsibility. If a student posts something inappropriate about a staff member or other student, inlingua Leeds can only ask that they remove it, but cannot enforce this. If this behaviour breaks any of our behaviour policies, the student may be expelled or suspended in line with our policies. If the image is deemed to be breaking any laws, the police may be involved. Students are encouraged to post positive images of their time in Leeds and at inlingua Leeds, and to respect other students.

inlingua Leeds asks students to submit reviews either on Google or on CourseFinders in order to promote the school. inlingua Leeds cannot take responsibility for information used by either of these platforms. Students should not put personal information in their review, but can identify their teacher or staff by first name.

Staff and agency data

Staff and agencies working at and with inlingua Leeds will need to give as much information as we need to check that you are suitable to work at inlingua Leeds and pay you for your services. By agreeing to work at inlingua Leeds, you allow us to keep your data on file during our partnership. This includes before your official employment during the process of application. Your information will be kept on the online portal system for admin only. This information will include your certificates, your documents, your personal information and the contact details (phone and email) of your references. Both your references will be emailed and one will be called prior to your employment. Their details are kept on our system in case of the need to contact again (for example, if new references are required) and as proof that these details have been obtained.

If you stop working for inlingua Leeds, we agree to destroy all records if you ask us. In the case of temporarily not working at inlingua Leeds, we will ask you to agree to letting us keep your records in case we have any opportunities later down the line. If you do not want us to keep your information, we will delete all records immediately.

CVs submitted to inlingua Leeds will be temporarily (up to 1 year) kept on file in case of upcoming vacancies. By submitting your CV to us, you are giving your permission for us to keep your data and for us to contact you about relevant work opportunities or vacancies. You will not be contacted for any other reason.

Cookies

Our website uses cookies. We use cookies to:

- Track how popular pages are and who is visiting them. This helps us with marketing and understanding what our customers are interested in.
- Analyse the enquiries we get. This helps us to follow up on questions and requests.

Our hosting platforms (Weebly, Facebook, Instagram, Twitter) may also track cookies. Please check their policies.

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