

CONSENT FOR USE OF PERSONAL INFORMATION

How we use your personal information

This policy describes how The Language Centre uses and protects any personal information you give us when you enrol for courses or use our website.

We will only use this information in accordance with this privacy policy.

The identity and contact details of the Language Centre Data Controller and Data Protection Officer

The Language Centre is the Data Controller. The contact detail is:

7 Axis Road, Watchfield, SN6 8SQ

The Data Protection Officer is Anna Leckey and she can be contacted at:

7 Axis Road, Watchfield, SN6 8SQ

Tel 01793 784881

languagecentre7@gmail.com

What information we collect:

We will collect personal information from you when you enrol. This is the information that we will collect:

- Your name
- Your nationality
- Your postal address
- Your telephone numbers
- Your email address
- Your next of kin and their contact numbers
- Any medical information you need to share with us

If you choose to pay invoices by BACS we will collect this payment information.

Why are we collecting or processing your data?

Your personal information is being collected and processed following your enrolment at the Language Centre. This is how we will use it:

- We may contact you to tell you about our activities and classes.
- We may contact you to reply to your queries or enquiries.

- We may contact you to ask how we can improve our classes.
- We may contact you by phone, email or mail.
- We will keep this information for the academic year during which you are enrolled at the Language Centre.

Your personal information will not be used for any automated decision making.

Our lawful basis for processing your personal data

According to the Data Protection Act 2018, the Language Centre may process personal data as necessary provided we have your consent to do so.

With whom we will be sharing your personal data

We will not share your information with any third party without your explicit consent.

If you decide to take a Cambridge exam, you will complete an exam registration form, which will contain personal information.

If you join a Language Centre trip (for example to the Christmas Market in Bath, or Royal Ascot), we will give your name, contact numbers and NOK to the Station and Welfare office of the Defence Academy as required of us.

Our website may contain links to third party websites, for example the Cambridge exam site. Once you use these links to leave our website, we no longer have control over that other website, and cannot guarantee protecting or privacy of any information you give whilst visiting these sites.

How long we will keep your personal information

We will store your information on file and on the Language Centre's computer. We have put in place appropriate physical and electronic procedures to keep the information we collect from you safe.

At the end of the academic year during which you are a student at the Language Centre, we will destroy the files and remove your data from our computer.

Your rights

Under Data Protection legislation you have the following individual rights with regards to your personal data:

- The right to be informed about the collection and use of your personal data
- The right of access to your personal data and supplementary information
- The right to have inaccurate personal data rectified, or completed if it is incomplete
- The right to restrict processing in certain circumstances
- The right to object to processing in certain circumstances
- The right to have your information deleted in certain circumstances
- Rights in relation to automated decision making and profiling
- Right to complain to the Information Commissioner

How to complain if you are not happy

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact:

Anna Leckey
7 Axis Road
Watchfield
SN6 8SQ
languagecentre7@gmail.com

I give consent for the Language Centre at Shrivenham Station to contact me on matters relating to the organisation by: (please tick all that apply)

Email **Telephone** **Post**

I give my consent for my details to be kept on file and on the organisation's computers.

I do not give consent to the above.

NAME: _____

SIGNATURE: _____

DATE: _____