



Stirling
School of English SCIO
61-63 Murray Place, Stirling, FK8 1AP
Tel. 07742514087
Email: admin@stirlingschoolofenglish.com
www.stirlingschoolofenglish.com

PRIVACY NOTICE

This privacy notice provides you with information about us, why we collect information from you, what we do with the information we collect from you, who we share your information with and your rights under the Data Protection Legislation (defined here <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>) in relation to that information.

Your information will be used for the following purposes:

We process (this means collect, store, use and share) information which relates to you, so that we can comply with the requirements of the Education (Scotland) Act 1980, the Post-16 Education (Scotland) Act 2013, and other legislation, and so that we can manage volunteer engagement and progress of students; recruit, manage and pay staff; recruit and manage volunteers; comply with legal or statutory obligations, allocate students to the right level, contact you with the information about our courses, summer school or other events or in case of an emergency and so that we can accurately create statistical information.

The data being collected and processed includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

- You have given consent to the processing, or
- Use is necessary to protect a person's vital interests, or
- Use is necessary for carrying out obligations under social protection law.

If you were to withhold the personal information we require for this process, we may not be able to process your application, or offer you a place at the school.

- Your data will not be shared with other organisations.
- Your information will be retained for various lengths of time, depending on what we are required to do with it.

Data Protection & Security

We have put in place security measures to protect the security of your information, prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to the volunteer manager and administration when necessary. They will only process your personal information on our instructions and they are subject to a duty of confidentiality and must comply with the law.

We have put in place procedures to deal with any suspected data security breach and will notify you and currently, the Office of the Information Commissioner of a suspected breach where we are legally required to do so.

Your rights:

- The right to access your personal data
- The right to correction if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data
- The right to withdraw consent at any time, if we asked for your consent
- The right to object to our processing of your personal data
- The right to request deletion of your personal data
- The right to data portability (take it away with you to use elsewhere)

The Data Controller of the information being collected is:

Stirling School of English SCIO

61-63 Murray Place, Stirling FK8 1AP

For any queries or concerns about how your personal data is being processed you can contact the volunteer manager at admin@stirlingschoolofenglish.com

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data by emailing: casework@ico.org