Language Studies International Privacy
Statement Students and Parents

To provide a course and other related services (such as activities, accommodation, exams) to you or your child, LSI needs to request, use and keep (process) certain personal data. This Privacy Notice details how and why we do that.

What kinds of Personal Data will LSI process?

- Personal information (such as name, student number and address)
- Characteristics (such as age, gender, nationality, country of birth and first language)
- Attendance information (such as lessons attended, number of absences and absence reasons, disciplinary issues and warnings issued)
- Academic Information (such as test scores, tutorials, progress rates; both empirical and perceived, level and course changes, Learning Journal entries including long and short term goals)
- Medical Information (any medical conditions, special needs or disabilities)
- Financial information (such as bank account details and bank transfer records)

Why does LSI Process this Personal Data?

We use the data:

- to support learning
- to assist in the recording and achievement of goals, both short and long term
- to monitor and report on progress to the student and stakeholders
- provide appropriate pastoral and welfare care
- to provide access to our full range of resources
- to take bookings and payments
- assess the quality of our services
- to comply with the law regarding data sharing
- to communicate effectively with the student before, during and after the course
- to communicate effectively with parents/guardians
- to enable us to implement our Safeguarding Policy

How long do we keep this data?

We will keep this data for seven years following the end of the course, unless you tell us otherwise.

Who do we share personal student data with?

We share student information with:

- schools/institutions that the student may attend after leaving us

- UCCLES

- Exam bodies such as CambridgeEnglish, Educational Testing Services, OCR, Michegan

- UKVI / Homeland Security / Department of Immigration / Immigration New Zealand

- Educational Accreditation bodies such as: Accreditation UK, the Independent Schools Inspectorate, ACCET, Languages Canada, ASQA, NEAS, English New Zealand, NZQA

- Medical, State Social and Welfare institutions in an emergency.

- Homestay Hosts and other accommodation providers.

Why do we share personal student data?

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share information in order to be able to provide the services the student has booked (accommodation/external exams) and to assist them in future academic endeavours.

We share data with the UKVI and our Accrediting bodies on a statutory basis.

Requesting access to your personal data

Under data protection regulation (GDPR) you have certain rights regarding personal data. You have the right to:

- request access to the personal data we process on you or your child.
- request LSI corrects any errors within you or your child's personal data.
- claim compensation for damages caused by a breach of Data Protection Regulation
- request that LSI delete any personal data we process on you or your child.

Please be aware that we reserve the right to cancel or curtail courses, services and products should the deletion or withholding of personal data of you or your child prevent us from providing our services as described and intended, including but not limited to our Safeguarding Policy. We will always discuss this with you before any decisions are made.

How long does LSI keep personal data

We will generally keep personal data for seven years from the completion of the course.

Contact

If you would like to discuss anything in this privacy notice or if you have a concern about the way we are collecting or using your personal data, we request that you raise your concern

with us in the first instance by contacting the school directly. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/