

In order to place students in your home, 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, age, interests and address)
- Characteristics (such as age, gender, nationality, country of birth and first language)
- Identification data to enable DBS and other statutory checks.
- DBS certification numbers (if hosting students under 18).
- Financial information (such as bank account details and transfer records)

Why does LSI Process this Personal Data?

We use the data:

- To match students appropriately and successfully.
- To provide students with a pre-arrival 'host family profile'.
- To enforce our Safeguarding Policy and ensure the safety of our students.
- To make payments to you for hosting students.

Who do we share personal student data with?

We share the following personal data with students and their agents:

- Name, age, gender, address, interests, current employment, family profile.

We share the following information with Due Diligence Checking (ddc.net.uk) in order to obtain Disclosure and Barring Service (DBS) checks:

- Name, age, gender, identification documents (passport/utility bill/driving license etc).

We may share the following personal data with Accreditation bodies and governmental departments during inspections:

- Name, age, gender, address, interests, current employment, family profile, hosting history.

Why do we share your personal data?

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

We share information in order to be able to safely and appropriately place students in your home.

We share information to enable Accreditation bodies and government departments to inspect and accredit us successfully.

We may share data and hosting history with Inland Revenue on demand.

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 your personal data we process.
- request LSI corrects any errors within your personal data.
- claim compensation for damages caused by a breach of Data Protection Regulation
- request that LSI delete any personal data we process.

Please be aware that we reserve the right to remove students from your home should a request by you to delete or withhold your personal data prevent us from ensuring their safety and the appropriateness of their placement.

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/>