

**GENERAL
DATA
PROTECTION
REGULATION
POLICY**

(GDPR)

2018



78/79 UPPER GEORGES
STREET
DUN LAOGHAIRE
CO. DUBLIN
IRELAND

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Recognised for English language teaching (ELT) by ACELS, the body responsible for Quality and Qualifications in Ireland.



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This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the General Data Protection Regulations (GDPR). It will apply to all information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

Active Language Learning will comply with applicable GDPR regulations as a data processor when they take effect on 25th May 2018. Working in conjunction with our partners, families, employees and students we will explore opportunities within our services offerings to assist our customers to meet their GDPR obligations.

Active Language Learning Commits to:-

- Respecting all persons privacy
- Being transparent
- Fair and honest dealings throughout our business
- Treating personal data with the utmost care and respect
- Acting responsibly at all times and honouring our accountability
- Abiding with current GDPR regulations to the best of our abilities

At Active Language Learning, we strive to deliver an incredible customer experience, earning the trust of many users both locally and globally. We will continue to make additional required operational changes resulting from the new legislation, and will keep our clients, partners and regulatory authorities informed throughout this process. We have an internal Data Protection Officer (DPO) who will continue to monitor GDPR as it moves to become more clearly defined and who will continue to inform our strategy for GDPR

Name of Business Active Language Learning (ALL)
Location 78/79 Upper Georges Street
Dun Laoghaire
Co. Dublin
Contacts Tel: 00 353 1 2843420 / E:- info@all.ie / Web: www.all.ie
Proprietors Kay Mahon (Managing Director) Kieron Mahon (Director)
Legal Status Limited Company Registration: 176934
Data Protection Officer Brian Mahon

Full-time Employees:-

Financial Control Brian Mahon
Academic Manager: Carol Cregg
Marketing Executive: Maggie Domaradzka
Accommodation Manager: Ann Laure Juhel
Junior DOS: Donal Barry
Reception Manager: Sarah Pierce
IT / Systems Manager: Mike Smirnov

Current Teaching Staff:

Stuart Smith / Carole Curtin / Mairéad Ni Chiosáin / Paul Flynn /
Kludia Keidzeirska / Gavin Duffy / Robin Blyth / Mark Sheehan /
Christine Stokes / Thomas Newlove / Mirka Dziechciarz /
David Booth

Accreditations

ACELS (1990) / EAQUALS (2017) / MEI / EDUCATION IN
IRELAND

Purpose

Active Language Learning (ALL), as a Data Controller, is required by law to comply with the following Irish legislation relating to the processing of Personal Data:

- **The Data Protection Act 1988** (The Principle Act) and
- **The Data Protection (Amendment) Act 2003**

The EU GDPR

This document is ALL's policy in response to the requirements of the Data Protection Acts.

Scope

In order to carry out its statutory, academic and administrative functions ALL needs to collect and process personal information relating to many categories of people, which include the students, host families and staff of ALL.

ALL takes the confidentiality of all personal information particularly seriously and consequently takes all reasonable steps to comply with the principles of the Data Protection Acts. ALL aims to collect personal information only in order to meet specific legitimate market purposes, and to retain that information only for as long as those purposes remain in our published and agreed timeframe. Ordinarily, ALL will not pass personal information to any third party, except where required by law, statutory obligations or legitimate purposes balanced against the rights and interests of the data subject.

ALL is committed to ensuring that all employees, market partners, registered students, contractors and data processors comply with the Data Protection Acts regarding:

- the processing and confidentiality of any personal data held by ALL, and
- the privacy rights of individuals under the legislation.

Data Protection Principles

To comply with the law, information (as defined by the Data Protection Acts) must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, ALL must comply with the following eight Data Protection Principles or Obligations:

Every effort will be taken to ensure that the collection of data in relation to the above is limited to that necessary for ALL to perform efficiently in the following explicit and legitimate areas:

- the functions of arranging student accommodation and transfers,
- classes, examinations and academic record keeping,
- financial operations and invoicing
- recruitment and staffing

Definition of Terms

- **Data subject** – all living individuals about whom we hold data
- **Data** – any stored information (whether electronic or paper)
- **Personal data** – data relating to a living individual who can be identified from that data. It can be factual or opinion based. The GDPR applies to ‘personal data’ meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.
- **Special categories of personal data** – this would include information about a person’s racial or ethnic origin, political opinions, religious beliefs, physical health, mental health, sexual orientation, criminal record. **The processing of such data may only be done under strict conditions and requires the explicit and informed consent of the individual concerned. Please see below.**
- **Data controller** - a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed
- **Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.
- **Processing** - in relation to information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including—
 - a) organisation, adaptation or alteration of the information or data,
 - b) retrieval, consultation or use of the information or data,
 - c) disclosure of the information or data by transmission, dissemination or otherwise making it available to a third party

Active Language Learning commits to:

1. Obtain and process information fairly:- The Data must be obtained and processed fairly and lawfully and only when certain conditions are met. (See Definition for details on conditions regarding Personal Data and Sensitive Personal Data.)

2. Keep it only for one or more specific, explicit and lawful purposes:- The Data can only be obtained for specified, lawful and clearly stated purposes

3. Use and disclose only in ways compatible with these purposes:- Processing and Disclosure of personal data should not be incompatible with the specified purpose for which it was obtained.

4. Keep it safe and secure:- The Data must be kept safe and secure. ALL, as the Data Controller, is responsible for applying adequate security structures to prevent unlawful or inadvertent processing, alteration or loss of the data.

5. Keep it accurate, complete and up-to-date:- The Data must be kept accurate, complete and where necessary up-to-date.

6. Ensure it is adequate, relevant and not excessive:- The Data obtained should be adequate, relevant and not excessive

7. Retain for no longer than is necessary:- The Data should not be kept for longer than is necessary for the purpose or purposes for which it was obtained. (See also ALL's Record Retention Management Policy.)

8. Give a copy of his/her personal data to that individual, on request:- The Data Subject, the person to whom the information relates, has a Right of Access. The Controller must store and maintain the data in such a manner as to be able to respond to a Subject Access Request in a timely manner.

NB: Personal Data in our context refers to items such as:

Name, age, location data, online identifiers, qualifications, background information, factors relating to the physiological, mental, genetic, socio-economic, financial, gender identification, health, cultural and social identity of the individuals.

We will be required to store and to process data about:

- current, past and prospective students
- current and former staff
- homestay hosts and their families including other residents in their homes

Lawful basis for processing data:-

Consent – We will use this lawful basis if an individual has freely and explicitly given their written consent for us to do so.

Contract – We will use this lawful basis if we need to process your personal data: to fulfil our contractual obligations to the person in question.

Legal obligation – We will use this lawful basis if we need to process the personal data to comply with a common law or statutory obligation.

Vital interest - We will use this lawful basis if we need to process the personal data to protect someone's life.

Legitimate interest – We will use lawful basis where identify a legitimate interest and show that the processing is necessary to achieve it; and balance it against the individual's interests, rights and freedoms. The legitimate interests can be our own interests or the interests of third parties. They can include commercial interests, individual interests or broader societal benefits.

Disclosure of Personal Data

The legislation recognises two categories of Personal Data – Ordinary and Special Category.

'Ordinary' Personal Data such as name, address, mobile phone number, car registration, PPS Number.

Processing special category data

Special category data is more sensitive, and so needs more protection. For example, information about an individual's:

- Race / ethnic origin / politics / religion / trade union membership / genetics / biometrics (where used for ID purposes) / health / sex life or sexual orientation.

Sensitive personal data should normally only be processed if the data subjects have given their explicit consent to this processing.

The legislation applies equally to automated and manual data, i.e. data held or processed on a computer, or data held in 'hard copy', stored in an indexed or relevant filing system. The security of personal information in the possession of ALL is of paramount importance and is, therefore, addressed in various policies and procedures throughout the school. In addition to the principles contained within this policy, staff are also advised to read and adhere to ALL's Data Classification Policy, Data Handling Guidelines and Contact with Third Parties Policy.

All staff and students have an individual responsibility to ensure that they adhere to ALL's Data Protection Policy and the Data Protection Acts.

School / Department Responsibilities

Key post holders have responsibility for ensuring that:

- All personal data being processed within the School complies with the Data Protection Acts and ALL's Data Protection Policy.
- All contractors, agents and other non-permanent ALL staff used by the school, are aware of and comply with, the Data Protection Acts and ALL's Data Protection Policy.
- All personal data held within the School is kept securely and is disposed of in a safe and secure manner when no longer needed.

Staff Responsibilities

All staff must ensure that:

- Personal data which they provide in connection with their employment is accurate and up-to-date, and that they inform ALL of any errors, corrections or changes, for example, change of address, marital status, etc;
- Personal data relating to living individuals which they hold or process is kept securely;
- Personal data relating to living individuals is not disclosed either orally or in writing, accidentally or otherwise, to any unauthorised third party.
- When supervising students who are processing personal data, that those students are aware of the Data Protection Rules, and ALL's Data Protection Policy.

Student Responsibilities

All students must ensure that:

- Personal data which they provide in connection with their course is accurate and up-to-date, and that they inform ALL of any errors, corrections or changes, for example, change of address, marital status, etc;
- When using ALL's facilities to process personal data (for example, in course work), they notify their supervisor/advisor in the relevant department, who will provide further information about ALL's policy on Data Protection compliance.

Homestay Family Responsibilities

All Homestay families must ensure that:

- Personal data which they provide in connection with their home life is accurate and up-to-date, and that they inform ALL of any errors or changes.
- Personal data relating to individuals being hosted is not disclosed either orally or in writing, accidentally or otherwise, to any unauthorised third party.

The legislation provides certain exemptions for data collected, held and processed for research purposes (including historical and statistical purposes). If the purpose of the data processing is other than to take measures or make decisions which are targeted at particular individuals, and it does not cause substantial distress or damage, it:

- Can be processed for purposes other than that for which it was collected, provided that it is still only a research purpose
- Can be held indefinitely
- Is exempt from the Data Subject's right of access (where the data is processed for research purposes only)

The results of the research or statistics derived from the research should not be made available in a form which identifies the individuals concerned. Personal data provided or used for research purposes does not have a blanket exemption from the Data Protection Rules. Researchers wishing to use personal data should be aware that the Data Protection Rules will still apply.

- Employees and students are aware that, while some exemptions are granted for the use of personal data for research purposes, the majority of the Data Protection Principles must be conformed to.
- In all circumstances where personal data is to be used for research purposes, there is an adequate review in advance of processing, to ensure that the requirements of the Act can be adhered to.
- A suitable mechanism is in place to ensure that Data Subjects whose personal data is to be, or has been processed, can meaningfully exercise their right to object to the processing of that data, on the grounds that it would cause them significant damage or distress.
- Particular care is taken when the processing involves sensitive personal data.

Active Language Learning researched and commissioned a professional, modern and market specific school management system (SMS). The SMS is purpose built by our in-house IT department and allows continuous development for student welfare and progress, staff development, accounts and all management resources required.

Active Language Learning has installed its own server to accommodate its system for the purpose of speed, security and data management. All data is stored in one forum with access restrictions where necessary in place for each department. Active Language Learning has therefore full control over the sharing, function and appropriate discarding when and where necessary of any data information stored at all times.

The appearance and storing of family records includes details of:-

- Family Name
- Family Address
- Contact Details
- Family Members living at home
- Garda Vetting
- Accommodation Offered
- Availability
- Student Preferences (Adult or Junior etc.)
- Payments schedule

The appearance and storing of student records includes details of:-

- Family Name
- Passport
- Contact Details
- Dietary Requirements
- Visa Requirements
- Current Accommodation
- Course Level, Progress and Status
- Accommodation Preferences
- Payments schedule

7.

**SCHOOL
MANAGEMENT
SYSTEM**

**SMS
(Cont.)**

The appearance and storing of market partner records includes details of:-

- Partners Name
- Partners Address
- Contact Details
- Website
- Partners Status
- Payments schedule

The appearance and storing of staff records includes details of:-

- Family Name
- PPS Number
- Address
- Bank Details
- Qualifications
- Garda Vetting

Right to be informed - Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR. We will provide individuals with information including: our purposes for processing their personal data, our retention periods for that personal data, and who it will be shared with. This is called 'privacy information'. We will provide privacy information to individuals at the time we collect their personal data from them. If we obtain personal data from other sources, we will provide individuals with privacy information within a reasonable period of obtaining the data and no later than one month. The information we provide to people will be concise, transparent, intelligible, easily accessible, and it will use clear and plain language. We will bring any new uses of an individual's personal data to their attention before we start the processing.

Right of access - Individuals have the right to access their personal data and supplementary information. The right of access allows individuals to be aware of and verify the lawfulness of the processing. **If data subjects want access to their data, in the first instance they should contact the DPO.**

Right of rectification of data - The GDPR gives individuals the right to have personal data rectified. Personal data will be rectified if it is inaccurate or incomplete.

Right to erasure - The right to erasure is also known as 'the right to be forgotten'. The broad principle underpinning this right is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. The right to erasure does not provide an absolute 'right to be forgotten'. Individuals have a right to have personal data erased and to prevent processing in specific circumstances:-

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When the individual withdraws consent.
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing.
- The personal data was unlawfully processed (i.e. otherwise in breach of the GDPR).
- The personal data has to be erased in order to comply with a legal obligation.
- The personal data is processed in relation to the offer of information society services to a child.

Right to restriction - Individuals have a right to 'block' or suppress processing of personal data. When processing is restricted, we are permitted to store the personal data, but not further process it. We can retain just enough information about the individual to ensure that the restriction is respected in future. We will be required to restrict the processing of personal data in the following circumstances:

- Where an individual contests the accuracy of the personal data, you should restrict the processing until you have verified the accuracy of the personal data.
- Where an individual has objected to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and you are considering whether your organisation's legitimate grounds override those of the individual.
- When processing is unlawful and the individual opposes erasure and requests restriction instead.
- If you no longer need the personal data but the individual requires the data to establish, exercise or defend a legal claim.

Right to portability - The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

Subject Access Request (SAR)

A Data Subject is entitled to a copy of all data held by the Controller which relate to them. To be a valid request, the SAR must be:-

- Made in writing to the controller
- Provide adequate identification

On receipt of a valid SAR, the Data Controller (ALL) must comply with the request as soon as possible, but within not more than 40 days from receipt of the request.

Transfer of Data Overseas

- The Data Protection Acts prohibits the transfer of personal data to any country outside of:
- The European Economic Area (EEA = EU Member States plus Iceland, Liechtenstein and Norway,);
- The 7 designated Safe Countries (Canada, Argentina, the Isle of Man, Guernsey, Jersey, the Faroe Islands and Switzerland)

Before transfer to any other destination, ALL, as a Data Controller, must be satisfied as to the adequacy of protection which will be provided to the data at its destination.

Active Language Learning will take all reasonable measures to store data securely, whether in electronic form or paper form.

Data Breach

A personal data breach is defined as:

a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed

- Upon becoming aware of any such breach, notification must be made to the relevant Data Protection Commissioner (see links below), no later than 72 hours.
- Report should be made by the local Data Compliance Officer and must identify the likely consequences of the breach and the measures taken/to be taken to mitigate possible adverse effects for individuals.
- Facts surrounding the breach, its effects, remedial action taken must be documented to verify compliance.
- Individuals must be notified if the breach is likely to result in high risk for their rights and freedoms

Practical Considerations

Active Language Learning operates a Clean Desk Policy. All documents of a sensitive/restricted or personal nature are to be tidied away and either securely disposed of or locked away when the workspace is not occupied. This includes Post-Its and memos.

- File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
- Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.
- All ALL computers are timed to lock automatically at 5 minutes. All ALL computers require a password to access.
- Those leaving their desk or workspace are required to manually lock their computer
- Computer workstations must be shut down at the end of the day.
- Personal codes are to be used when printing to office photocopier at all times

CCTV on the School Premises

ALL has closed circuit television cameras (CCTV) located throughout the building covering the front of the building, internal spaces, car parks, roads, pathways and grounds. This is necessary in order to protect against theft or pilferage, for the security of staff, students and visitors and for the security of ALL property.

Whilst CCTV footage is monitored by ALL, access to recorded material is strictly limited to authorised personnel. The images captured are retained for between 20 and 60 days, depending on activity levels, except when the images identify an issue and are retained specifically in the context of an investigation of that issue. CCTV footage may be entered as evidence in the event of disciplinary proceedings involving staff or students. CCTV footage is not disclosed to any third party except An Garda Síochána in the case of a disclosure pursuant to Section 8 of the Data Protection Act 1988 (i.e. where it is required for the purpose of preventing, detecting or investigating alleged offences).

A full list of camera locations is available on request from the directors of ALL.

Signage indicating that CCTV is in use is provided at the entrances to the Reception area, on the first floor communal area and in the canteen on the top floor. For information on CCTV operations at ALL please contact the school Director Kieron Mahon.

Summer Junior Programme - Sharing of Personal Data

As part of the Summer Junior Programme, which takes place in Rockford Manor School, personal data relating to staff and students of ALL may be shared on these premises for the duration of the course. The personal data which may be shared shall be limited to that required for the purposes of the Junior Summer Programme and both schools shall be required to adhere to provisions governing the sharing of personal data.

FOR FURTHER INFORMATION:

Within ALL, the Data Protection Officer (DPO) has responsibility for the co-ordination of Data Protection issues including Queries and clarifications should be directed to the DPO.

More complete information is available from the Office of the Data Protection Commissioner at: <http://www.dataprotection.ie>.

This Policy document will be reviewed regularly and updated as appropriate in line with any legislative or other relevant development.



11.

**CONSENT AND
REQUEST
FORMS**

EMPLOYEE

To whom it may concern:

I am currently employed by Active Language Learning.

I acknowledge that GDPR is a European Union regulation which gives me more control over my personal data which, also, places more obligations on Active Language Learning regarding how they use my data.

I confirm that I am happy for Active Language Learning to share any necessary and relevant personal data with auditors, relevant Payroll Company, relevant stakeholders (such as awarding bodies), or requested reference parties.

I, also, acknowledge and agree that the GDPR regulation states I must not, at any time or for any reason, share students' or other Active Language Learning employees' personal data with any person or persons without full written permission from the relevant person.

I accept that Active Language Learning reserves the right to hold all my personal data for a period of twelve (12) months only after termination of my contract. I understand that any personal data will be deleted and therefore not available to me or any person or persons after that date.

| FIRST NAME | FAMILY NAME |
|------------|-------------|
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| | |
|----------|--|
| ADDRESS: | |
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| | | |
|------------|-------|---------|
| TELEPHONE: | Home: | Mobile: |
|------------|-------|---------|

| | |
|-------------|--------------------|
| PPS Number: | Staff Roll Number: |
|-------------|--------------------|

I accept that this GDRP regulation is in place from 25th May 2018 and that my consent is relevant until permission is withdrawn in writing by either party for any reason.

Signed

Dated

**CONSENT AND
REQUEST
FORMS**

STUDENT

To whom it may concern:

I am currently a registered student at Active Language Learning on an English language course.

I acknowledge that GDPR is a European Union regulation which gives me more control over my personal data which, also, places more obligations on Active Language Learning regarding how they use my data.

I confirm that I am happy for Active Language Learning to share my necessary and relevant personal data with their employees, government departments (in the case of visa students) or any relevant market specific or audit requirements.

I, also, acknowledge and agree that the GDPR regulation states I must not, at any time or for any reason, share fellow students, teachers, host family (If applicable) or Active Language Learning staff personal data with any person or persons without full written permission.

I accept that Active Language Learning reserves the right to hold all my personal data for a period of eight (8) months only after my course finishes. I understand that any personal data will be deleted and therefore not available to me or any person or persons after that date.

| FIRST NAME | FAMILY NAME |
|------------|-------------|
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|------------|--|--------|--|
| TELEPHONE: | | Email: | |
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I accept that this GDRP regulation is in place from 25th May 2018 and that my consent is relevant until either I or Active Language Learning withdraw permission in writing.

Signed

Dated



To whom it may concern:

We accept students from Active Language Learning on a continuous basis and for different periods throughout the year.

We acknowledge that GDPR is a European Union regulation which gives us more control over our personal data which, also, places more obligations on Active Language Learning regarding how they use our data.

We confirm that we are happy for Active Language Learning to share our necessary and relevant personal data with their employees, market partners or potential students who wish to stay in our home.

We, also, acknowledge and agree that the GDPR regulation states we must not, at any time or for any reason, share students' personal data with any person or persons without full written permission from the student or their parent or guardian.

We accept that Active Language Learning reserves the right to hold all our personal data for a period of twelve (12) months only after the last placed student. We understand that any personal data will be deleted and therefore not available to us or any person or persons after that date.

| FIRST NAME | FAMILY NAME |
|------------|-------------|
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| FAMILY ADDRESS: | |
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| TELEPHONE: | Home: | Mobile: |
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| | FIRST NAME | FAMILY NAME |
|-----------------------|------------|-------------|
| FAMILY MEMBER AT HOME | | |
| FAMILY MEMBER AT HOME | | |
| FAMILY MEMBER AT HOME | | |
| FAMILY MEMBER AT HOME | | |
| FAMILY MEMBER AT HOME | | |

We accept that this GDRP regulation is in place from 25th May 2018 and that our consent is relevant until either we or Active Language Learning withdraw permission in writing.

Signed on behalf of family

Dated



To whom it may concern:

We are a market partner with Active Language Learning and place students on ELT courses on a continuous basis and for different periods throughout the year.

We acknowledge that GDPR is a European Union regulation which gives people more control over their personal data which, also, places more obligations on us and, Active Language Learning, regarding how we use that data.

We confirm that we are happy for Active Language Learning to share necessary and relevant personal data of their employees and host families with us.

We acknowledge and agree that the GDPR regulation states we must not, at any time or for any reason, share this personal data with any person or persons outside of the relevant recipients' without full written permission from the person to whom the data pertains.

We accept that any personal data received from Active Language Learning will be deleted by us four (4) weeks after completion of a course and therefore not be available to us or any person or persons after that date.

We accept that Active Language Learning reserves the right to hold all students personal data for a period of eight (8) months only after a course finishes. We understand that any personal data will be deleted and therefore not available to us or any person or persons one month after the completion of a course.

We accept that this GDRP regulation is in place from 25th May 2018 and that our consent is relevant until either we or Active Language Learning withdraw permission in writing.

Signed on behalf of Partner

Printed

Date

II.
**CONSENT AND
REQUEST
FORMS**

**STUDENT
SAR**



To whom it may concern:

I am currently a registered student at Active Language Learning on an English language course.

I acknowledge that GDPR is a European Union regulation which gives me more control over my personal data which, also, places more obligations on Active Language Learning regarding how they use my data.

I accept that Active Language Learning reserves the right to hold all my personal data for a period of eight (8) months only after my course finishes. I understand that any personal data will be deleted and therefore not available to me or any person or persons after that date.

I would like to request a full disclosure view on all documents pertaining to my data as stored by Active Language Learning.

| FIRST NAME | FAMILY NAME |
|------------|-------------|
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| TELEPHONE: | | Email: |
|------------|--|--------|

Reason for request:-

Signed

Dated

II.
**CONSENT AND
REQUEST
FORMS**

**EMPLOYEE
SAR**



To whom it may concern:

I am currently employed at Active Language Learning.

I acknowledge that GDPR is a European Union regulation which gives me more control over my personal data which, also, places more obligations on Active Language Learning regarding how they use my data.

I accept that Active Language Learning reserves the right to hold all my personal data for a period of one (1) year only after my employment terminates. I understand that any personal data will be deleted and therefore not available to me or any person or persons after that date.

I would like to request a full disclosure view on all documents pertaining to my data as stored by Active Language Learning.

| FIRST NAME | FAMILY NAME |
|------------|-------------|
| | |

| | | |
|-------------|--|--------|
| DEPARTMENT: | | Email: |
|-------------|--|--------|

Reason for request:-

Signed

Dated

II.
**CONSENT AND
REQUEST
FORMS**

**FAMILY
SAR**



To whom it may concern:

We are currently registered with Active Language Learning as a homestay provider.

We acknowledge that GDPR is a European Union regulation which gives us more control over our personal data which, also, places more obligations on Active Language Learning regarding how they use our data.

We accept that Active Language Learning reserves the right to hold all our personal data for a period of one (1) year only after our contract terminates. We understand that any personal data will be deleted and therefore not available to us or any person or persons after that date.

We would like to request a full discloser view on all documents pertaining to our data as stored by Active Language Learning.

| FIRST NAME | FAMILY NAME |
|------------|-------------|
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|-----------------|--|
| FAMILY ADDRESS: | |
|-----------------|--|

| | | |
|------------|-------|---------|
| TELEPHONE: | Home: | Mobile: |
|------------|-------|---------|

Reason for request:-

Signed

Dated



PERSONAL DATA ACCESS REQUEST FORM

Request to access Personal Data
 Data Protection Act 1988 and Data Protection (Amendment) Act 2003

| | |
|------------|-------------|
| FIRST NAME | FAMILY NAME |
| | |

| | | |
|------------|-------|---------|
| TELEPHONE: | Home: | Mobile: |
| | | |

| | |
|--------|--|
| EMAIL: | |
| | |

Please tick the box which applies to you:

| | | | |
|-----------------|--------------------------|-----------------------|--------------------------|
| Current Student | <input type="checkbox"/> | Stakeholder | <input type="checkbox"/> |
| Former Student | <input type="checkbox"/> | Awarding Body | <input type="checkbox"/> |
| Current Staff | <input type="checkbox"/> | Government Department | <input type="checkbox"/> |
| Former Staff | <input type="checkbox"/> | Other | <input type="checkbox"/> |

**If you are a current/ former staff member/ student, please state study/ employment dates here:
 If Other, please provide details:**

DATA ACCESS REQUEST:

I, _____ (insert name here) wish to be informed whether or not Active Language Learning holds personal data about me and to be provided with a description of this data and to be informed of the purpose for holding such data.