Data Protection

Leeds English Language school recognises its legal obligations to protect that information under the Data Protection Act 1998.

● We notify the Information Commissioner that we are processing information.
● We process the personal information in accordance with the eight principles of the Act; and
● We answer subject access requests received from individuals.

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
(a) at least one of the conditions in Schedule 2 is met, and
(b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.

2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

4. Personal data shall be accurate and, where necessary, kept up to date.

5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

6. Personal data shall be processed in accordance with the rights of data subjects under this Act.

7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Database and information

The Leeds English Language School database provides essential information for the efficient running of the school. This is a bespoke online database provided by Intinsiq, who also provide technical support and hosting. Extra reports and facilities have been added over the years.

All information regarding students is held on the database. This includes; personal information, application documents, payment information, sponsorship information, visa information, agents, classes, reports, registers and any correspondence. We can also run reports to provide global information. We can request bespoke reports at any time from the database team.