



MAYFLOWER COLLEGE

Information Sharing Agreement (General Data Protection Regulation)

This document defines the arrangements for processing information and data shared between the **Mayflower College** and **customers, employees, students, homestay and accommodation providers, agents and suppliers of goods and services to Mayflower College**. This document does not constitute a legal contract but represents an understanding of how we use personal data that we collect from you, or that you provide to us and how that data may be used and shared. Please ensure that you read this information and contact us if you have any queries about how your information will be used.

Parties involved in the information (data) sharing agreement:

<p>Mayflower College</p> <p>1 Radford Road</p> <p>The Hoe</p> <p>Plymouth</p> <p>PL1 3BY</p> <p>Tel: 01752 673784</p> <p>Email: english@maycoll.co.uk</p>	<ul style="list-style-type: none">• Students enrolling to study on courses and/or take examinations at Mayflower College.• Language centres/agents/group leaders using Mayflower College products and services for their clients.• Parents/carers who may send their children/adults to Mayflower College.• Accommodation & homestay providers registering to work with Mayflower College.• Potential staff applying for positions.• Suppliers of goods and services to Mayflower College
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1. Why is the information being shared?

The personal information collected by Mayflower College will be shared with

- Internal staff who require information about students/homestays/agents/group leaders and suppliers in the normal course of the business.
- IELTS, TEA and examination departments for printing and sending results and certificates.

- Suppliers of services (for example private taxi transfers, other homestay providers, parents or carers of students, agencies and group leaders, suppliers of activities/excursions and other parties involved in delivering services to customers.)
- Legal compliance when requested by authorised outside agencies (for example UKVI, Plymouth Children's Safeguarding Bureau, Disclosure & Barring System etc.)

2. What is the justification for sharing?

Performance of a contract: to enrol and register students and provide information to students/parents/agents/group leaders, accommodation and homestay providers and suppliers so that we can deliver services, ensure safeguarding arrangements, send confirmations, make payments and produce examination results and certificates.

Consent: Individuals' personal information is used to send them joining instructions and facilitate attendance on courses and for examinations. Homestay providers personal information is shared with students and other homestay providers/parents and carers/agents and suppliers of services to ensure safeguarding of adults and children.

Consent: Individuals can subscribe to our e-newsletter by opting in at <https://www.maycoll.co.uk/english/newsletter.htm> Information on how to unsubscribe is included in each issue of the newsletter.

3. What information is being shared?

Information collected from students/parents/agents/group leaders, accommodation and homestay providers and suppliers of services will be shared to carry out performance of the contract or when requested by UKVI or other legitimate agencies, when authorised to do so.

- Personal information, such as name, address, telephone numbers, date of birth, passport or visa information, identification and/or biometric cards, photographs, next of kin contact details, email addresses
- Characteristics eg language, nationality, country of birth
- Dietary preferences and/or medical requirements
- Special education needs information
- Emergency contact information (names, phone numbers, email addresses)
- Information required for certificates, quality assurance purposes, safeguarding and accreditation compliance purposes, such as sessions attended, number of absences and absence reasons
- Travel information
- Bank information where required

4. What are we telling individuals about this information sharing & how are they notified?

We will use the information that you are providing in connection with one or more of the following:

- Recruitment purposes (to make contact with prospective employees; homestay providers, agents, group leaders and suppliers to obtain references, confirmation of qualifications, experience and suitability).
- Proof of identity for recruitment, study, examinations; along with next of kin information in the event of an emergency.
- To make payments to employees, agents, homestay providers and suppliers; we will also share information between homestay providers about other homestays involved in hosting groups and individual students for safeguarding purposes)
- To make contact with prospective students/parents/carers/agents/group leaders and homestays to send information re: students, accommodation, transport and bookings on courses/prices/enrolment/examination process.
- Legal compliance.

The legal basis for processing your information is the performance of a contract for which you have applied or in order to take steps prior to entering into a contract. .

Members of staff at Mayflower College have access to the information collected. This information will be shared with Mayflower College staff as required, on a need to know basis, for the performance of the contract.

Information will be securely held on Mayflower College systems and will be kept for the duration of your contract and for recording purposes.

Mayflower College complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

5. How will the information be shared, and what security measures will be used?

We will share information via email, letter or similar paper documents or by telephone as required to perform the contract, for the following reasons:

- To provide services and make contact with students/agents/parents/carers /group leaders/accommodation and homestay providers, suppliers of goods and services and to fulfil our contract with them
- To support student learning
- To adhere to safeguarding policies and procedures
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To be able to supply visa documentation where relevant

- To make sure students are studying on an age and level appropriate course
- To be able to access relevant medical data where relevant
- To be able to contact next of kin in case of emergency

6. How will the information be stored? (e.g. secure server - include any security measures).

We store information on our server which is protected by our corporate firewall; we observe IT security and ensure access is granted only to those who require it in connection with their work.

7. Termination of this Agreement – how long will information be kept?

Information held will be reviewed regularly and anything we no longer need will be deleted.

8. How will the information be disposed of?

We delete any electronic data and shred any hard copy information containing personal information once information is no longer required.

9. When will this Agreement be reviewed and by whom?

The Agreement will be reviewed annually or following substantial change by the Mayflower College or in legal requirements.

10. Who will be handling formal information requests, queries and complaints from data subjects?

Please contact Mayflower College in the first instance email english@maycoll.co.uk with queries or complaints about the handling of personal data.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

Document control

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