

PRIVACY POLICY

At Princes College we collect personal information about our students in accordance with our enrolment criteria and accreditation requirements. The protection of your privacy and personal information is very important to us. The following statement explains how we use and protect your personal information.

What information we collect.

The personal information we collect:

- Full name and personal details (e.g. home and email, addresses mobile phone number)
- Date of birth and gender.
- Nationality.
- Passport, visa and expiry date. (for European students an ID card is acceptable)
- Emergency contact name and phone number.
- Disabilities and health concerns.
- Permission to use your photo on the college website and Facebook.

Using your personal data

Our purpose for processing your personal data:

- To complete our contract with you.
- To permit you to enrol on courses offered by Princes College.
- As a legal requirement for overseas students; as requested by the Home Office.
- We store it securely on our database and as a hard file copy.
- We will securely delete and shred all records two years after you leave the college.

Sharing your personal details based on your consent

We do not give your personal data to third parties, unless:

- You have instructed us, by completing the accommodation application form, to find accommodation for you.
- To an agent that you have given consent to act on your behalf.
- Any consent you give can be withdrawn at any time.

CCTV

We operate CCTV cameras at entrance level, reception and common area and the second floor corridor for security purposes. The recordings are saved securely, and self delete after seven days.

You have the right to lodge a complaint with the supervisory authority in the UK the ICO, <https://ico.org.uk/concerns/> 0303 123 1113