

# ANGLO LIMITED PRIVACY POLICY

Last updated: 03/12/2020

To be reviewed: Annually or whenever required by law.

## 1. INTRODUCTION

ANGLO provides seasonal English Language Courses in the UK for students aged 10-18 years. Students spend 2-3 weeks at one of our summer centres and have the opportunity to improve their English language skills, increase their confidence in international-intercultural communications and experience local culture and customs. Most students travel in groups with a group leader and are accommodated in university halls of residence.

The **Anglo Privacy Policy** applies to: All members of staff

All Homestay providers

All Group Leaders

All student

All third party suppliers

These guidelines are to help you understand how and why we collect personal data about you and what we do with that information. It also explains the decisions you can make about your own information.

If you have any questions about this notice, please contact the Anglo Director, Anita Manley.

## 2. WHAT IS PERSONAL DATA?

Personal data is information that identifies you as an individual and relates to you. This includes your contact details, date of birth, postcode, preferences and interests.

Sensitive personal data is information that relates to your physical or mental health, political opinions, religious or similar beliefs, sexual orientation and the commission or alleged commission of any offence by you. Unless it is necessary for an application, we will not ask for sensitive information from you.

## 3. WHAT DO WE COLLECT?

At ANGLO we collect different types of information about our clients, staff and host families such as:

- Name and date of birth
- Contact information including email address
- Nationality and next of kin
- Qualifications and work experience
- Payment processing details

## 4. HOW DO WE COLLECT THIS?

We collect data from our staff and host families at recruitment stage and from our clients during registration. If we have collected data from a third party (travel agent, host family coordinator), we will check that you have given your consent for this data to be released to Anglo.

Staff apply via a secure on-line platform called ZOHO Recruit, where they are asked to enter personal data and are informed that by submitting their application, they consent to Anglo processing this data.

Host families and clients submit their data to the local coordinator and agent, respectively.

Anglo stores all data in secure electronic files within the EEA (European Economic Area).

## **5. WHY DO WE COLLECT PERSONAL DATA?**

We collect and process your personal data for the following reasons:

- to manage your job application and issue a contract of employment
- to manage homestay providers
- to complete students' registration process
- to process payments and comply with statutory accounting and taxation obligations
- to comply with safeguarding regulations
- to improve our products and services
- to send promotional emails about new products, special offers or other information which we think you may find interesting
- for market research purposes - we may contact you by email, phone, fax or mail and use information you give us on your interests to customise the website.

## **6. WHAT DO WE DO WITH YOUR PERSONAL DATA?**

### **Staff**

We retain your personal data throughout the application and recruitment process and for the duration of your contract with Anglo Ltd.

If you are not successful in your application, we will ask for your consent to be kept on our database for possible future openings.

At the end of your contract, we will keep your information in our database until final salary payments have been completed. We will then ask for your consent to be kept on our database so we can contact you for possible future openings.

If at the end of your contract, there are any unresolved matters relating to your time under contract with Anglo, we will keep your personal information on our database until these have been finalized.

### **Homestay providers**

We retain your personal data throughout the application and registration process and for the duration of your contract with Anglo Ltd.

If you are not successful in your application, we will ask for your consent to be kept on our database for possible future collaboration.

At the end of your contract, we will keep your information in our database until final payments have been completed.

### **Clients**

We retain your personal data throughout the registration process and for the duration of your stay with Anglo Ltd.

Personal Data is shared with your Centre Director as they will be responsible for you during your stay.

At the end of your stay, we will keep your information in our database until summer reconciliation has been completed.

## 7. COOKIES

A cookie is a small file which asks permission to be placed on your computer's hard drive. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to help us understand why our web site is being visited and to make improvements to match our clients' needs. We only use this information for statistical purposes and all data is then removed from the system.

Overall, cookies help us provide you with a better website, and they do give us access to your computer or information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## 8. LINKS TO OTHER WEB SITES

Our website contains links to our recruitment database provided by Zoho Recruit. For details on their privacy policy please follow this link: <https://www.zoho.eu/privacy.html>

Our website may also contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## 9. CAN YOU CONTROL WHAT WE DO WITH YOUR DATA?

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting Anita Manley: [anita.manley@anglo.uk.com](mailto:anita.manley@anglo.uk.com)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please write to Anglo Ltd, 3 Trinity, 161 Old Christchurch Road, Bournemouth, BH1 1JU.

If you believe that any information, we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

## **10. BRING YOUR OWN DEVICE**

Whilst working with Anglo, Managers may use their own devices (Smartphone, tablet, laptop) to look up information online and read documents related to their duties and responsibilities. In most instances, you will be accessing job-related data on the Anglo Google Drive, which is monitored by our Data Expert. Access to this will be shared at the start of your contract and withdrawn once you finish working with us. It should not be necessary to download any Anglo data onto your device. However, for security reasons and in compliance with the GDPR, we ask that once your contract has ended, you check your device and remove all Anglo-related data.

As outlined in our safeguarding policy, please do not use your device to take photographs of students, and do not invite students to your social networks.

## **11. GDPR EU REPRESENTATIVE**

As of 1 January 2021, in compliance with the EU GDPR, Anglo Limited will have a data protection representative based in Europe.

This will be our sister company Interstudioviaggi S.p.A., via Abbadesse 38, Milan, 20124, Italy.