

1. POLICY STATEMENT

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our staff, students and any other activities i.e. direct marketing in which information is gathered. We recognise the need to treat it in an appropriate and lawful manner.

2. DATA PROTECTION PRINCIPLES

Anyone processing personal data must comply with the eight enforceable principles of good practice. These provide that personal data must be:

- (a) Processed fairly and lawfully.
- (b) Processed for limited purposes and in an appropriate way.
- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Not kept longer than necessary for the purpose.
- (f) Processed in line with data subjects' rights.
- (g) Secure.
- (h) Not transferred to people or organisations situated in countries without adequate protection.

3. PROCESSING IN LINE WITH DATA SUBJECT'S RIGHTS

Data must be processed in line with data subjects' rights. Data subjects have a right to:

- (a) Request access to any data held about them by a data controller.
- (b) Prevent the processing of their data for direct-marketing purposes.
- (c) Ask to have inaccurate data amended.
- (d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

4. DEALING WITH SUBJECT ACCESS REQUESTS

A formal request from a data subject for information that we hold about them must be made in writing. A fee is payable by the data subject for provision of this information. Any member of staff who receives a written request should forward it to the Data Protection Compliance Manager.

5. NEWCASTLE INTERNATIONAL SCHOOL OF ENGLISH: RESPONSIBILITIES

You are entitled to know what information NISE holds and processes about you and why. NISE must obtain consent from you to process your information. NISE will make arrangements to advise you of any processing or held information regarding yourself. An explanation of the information that is being processed will be given to yourself and what the information is deemed.

Use of email/www: Newcastle International School of English cannot guarantee the security and confidentiality of email.

The school maintains logging systems for management purposes, including statistics and for the investigation of possible disciplinary matters.

- 5.1 If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with the Data Protection Compliance Manager.

Newcastle International School of English reserve the right to make amendments to this policy to keep in line with current legislation.

Date Reviewed:	August 23rd 2010
Version Number:	3
Revised by:	Melanie Chow
Approved by:	Operations Director
Next Review Date:	October 2010