

## **PRIVACY POLICY FOR ACCOMMODATION PROVIDERS**

At Studio Cambridge we take seriously the privacy rights of our accommodation providers and all aspects of data protection. This policy aims to clarify the basis on which accommodation provider information will be collected, stored and shared.

Studio Cambridge acts as a data controller for accommodation provider information, so we determine the purposes and the manner in which any personal data are processed.

The categories of accommodation provider information that we collect and share include:

- personal information - such as name, date of birth, email addresses, phone numbers, address and passport information
- characteristics - such as language, nationality, occupation, interest, details of family members
- bank information
- relevant medical information
- characteristics of the accommodation – including photographs of available facilities

### **Why do we collect this information?**

The collection and processing of data is necessary for our legitimate interests in running our business (under Article 6 of the GDPR Legitimate interests). This information helps us to:

- place students in the accommodation that best matches their needs and preferences
- follow safeguarding policies and procedures
- provide appropriate pastoral care

Whilst the majority of accommodation provider information requested is mandatory, some of it may be requested on a voluntary basis. We will inform you where this is the case.

### **How do we store accommodation provider data?**

We hold accommodation provider data for as long as we have an active working relationship with the host. This data is stored in electronic folders on our network servers, on an encrypted database. Only approved members of the school staff have access to such data. When the school no longer works with the accommodation provider, this data is stored securely for up to 6 years and then deleted.

All data is stored in electronic format. Recording data on paper is discouraged. Any such paper-based records are securely shredded and are never stored for longer than necessary.

### **Who do we share accommodation provider information with?**

Studio Cambridge never shares accommodation provider information for marketing purposes with third party marketing companies under any circumstances.

We routinely share host information with:

- our students - who will be placed with the accommodation provider
- educational tour organisers and educational consultants - who work with Studio Cambridge as part of the course provision
- inspectorate and professional bodies of which Studio Cambridge is a member – including British Council, English UK and IALC
- UK Visas and Immigration Authorities - upon request
- 4Cambridge - our IT support partner
- Infospeed Ltd - our database software creators and support technicians, when database maintenance is required
- taxi & coach companies - when providing airport transfer services

### **Why do we share accommodation provider information?**

We do not share information about our accommodation providers with anyone without consent unless the law and our policies require us to do so.

We are required to share information for routine inspections by bodies such as The British Council or UK Visas and Immigration (as referenced in the list above).

We are also sometimes required to share accommodation provider information for safeguarding purposes, for example if there is a welfare issue that requires the police to be involved.

We also share information with the Educational Tour Organisers or Educational Consultants who may have sent us the student information originally in order to book accommodation for the student, as part of their course with Studio Cambridge.

We share information with professional bodies such as English UK to develop best practice within our industry.

We share information directly with our students (and their guardians, where appropriate) who will be placed with the accommodation provider during their course.

### **Do we use photographs for marketing purposes?**

Studio Cambridge is marketed through our website and through a brochure which is produced in-house. Both may include photos of the homes of accommodation providers and their occupants. The brochure is available on our website for public access and download, and hard copies are shared with Educational Tour Organisers and Educational Consultants who work with Studio, as well as members of the general public who request a copy. Accommodation provider photos are only used for marketing purposes after we have obtained direct consent and made a private agreement with the accommodation provider before taking the photos. Should the accommodation provider request that we no longer use a photo, all reasonable steps will be taken to meet this request.

### **Requesting access to your personal data**

Under data protection legislation, accommodation providers have the right to request access to information about them that we hold. To make a request for your personal information contact [luke.fitzjohn@studiocambride.co.uk](mailto:luke.fitzjohn@studiocambride.co.uk) or the school office via telephone on 01223 369701.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, blocked, erased or destroyed (in certain circumstances)
- claim compensation for damages caused by a breach of the GDPR.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance and we will take all reasonable steps to assist you. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the school.

*Reviewed: Feb 2021 by LE & RM*

*Next review due: Feb 2022*