

HEATHFIELD SUMMER COURSES

Privacy Policy



Heathfield
Summer
Camp

Heathfield School collects and stores personal data for adults making an enquiry about our Summer School and Summer Camp courses and registering students on these courses and for students registered on the courses, in accordance with the UK Data Protection Act (2018).

We use adults' personal data to:

- reply to enquiries
- process the booking for a student on the course
- send invoices and collect payments
- send comprehensive information relating to the course and the student attending
- send information relating to future courses

If, after the course is over, you do not wish remain on our mailing list for marketing communications please email us: summerschool@heathfieldschool.net

We use students' personal data to:

- run the course in accordance with the profiles and needs of the students
- provide insurance cover with our insurance provider
- issue visa support letters if applicable
- deal with travel arrangements
- deal with any medical, welfare or safeguarding issues
- provide student reports
- comply with British Council inspection requirements
- provide future references for studies or employment
- provide continuity for students returning in subsequent years

With parents' permission and that of students aged 13 and over as well, we may use a student's image or words on our website, brochure or school social media accounts (or those of an official representative) but without using a student's full name.

Safeguarding

Please note: if Heathfield School has a serious concern about a student's welfare or safety, we may need to disclose it to the local authority or police where legally required to do so.

Securing your data

We take every reasonable step to prevent the loss, misuse or alteration of your personal information. We store information you provide on our secure servers located on site. We backup this data to a highly secure cloud service located in the UK. Only staff who need to process your data have access to view it. We cannot guarantee the security of data sent over the internet as it is inherently insecure.



Heathfield Summer Courses

London Road | Ascot | Berks | SL5 8BQ

T: 01344 894295

E: summerschool@heathfieldschool.net

heathfieldsummerschool.co.uk

Accredited by the



for the teaching
of English in the UK



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You have the right to ask us:

- to correct any information that is incorrect
- what information we hold about a parent or student, with whom we have shared it and to request a copy
- to delete the information we hold about you or a student in certain circumstances but some information (e.g. records of safeguarding concerns) may be kept for legal reasons

To see the full Heathfield School Data Protection Policy or if you have any questions please contact us summerschool@heathfieldschool.net

You can also complain about any data issues with which you are not happy on that email. If you are not satisfied with the response you can write to the Information Commissioner's Office <https://ico.org.uk/concerns/> or call 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



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