



## Data Protection Privacy Notice

Organisation Name: KEW LEARNING LTD  
Registered: 22 January 2018  
Organisation Address: Wickham House, Upper Teddington Road, Kingston  
Upon Thames, England, KT1 4DY  
Companies House Registration Number: 11162500

### Data Protection Privacy Notice

Under data protection law, individuals have the right to be informed about how their data is used. Kew Learning comply with this right by providing privacy notices to individuals where we are processing their personal data. This document describes the information we collect and how we use and share this information.

#### How we use collected information

Kew Learning collects and stores personal information relating to students, parents, homestays and our staff, and may also receive information about them from their schools or previous agencies. We use this information to:

- Support children's study and life
- Monitor and report on children's progress to their parents
- Provide appropriate care and safeguarding for children
- Comply with our legal and regulatory obligations

The information we hold may include names, addresses, contact details, DBS. It may also include sensitive personal characteristics such as their ethnic group, language, any special educational need, and relevant medical information.

We also keep photographs of the children for safeguarding and identification reasons: we will ask for parents' consent to any additional use of their child's photograph. If parents give consent for these additional uses, they may change their mind at any time. The information we hold is data that has either been provided to us by parents, or other public bodies (such as the school or the local authority), or data which we have gathered during the course of children's education. We will

always seek parents' consent before using the data for additional reasons. If you give consent, they may change their mind at any time.

We do not share information about children, our staff, homestays and parents with anyone without consent unless the law, our policies or regulatory requirements require us to do so. Where we are processing their personal data with their consent, they have the right to withdraw that consent. If any of them change their mind, or they are unhappy with our use of their personal data, please let us know by contacting the DSL or Kew Learning General Manager.

### How long do we keep information?

We keep information for as long as the law requires or until it is no longer required.

### Requesting access to your personal data

Under data protection legislation, parents, children, staff and homestays have the right to request access to information that we hold about them. Requests for access to their personal information must be recorded in writing. They may make the request verbally by speaking to a member of staff who will record their request.

If they have a concern about the way we collect or use their personal data, we invite you to raise the matter with us in the first instance.

### Contacts

If you have any enquires in relation to this policy, please contact Min You, who will also act as the contact points for any subject access requests. Further advice and information is available from the government website, [www.gov.uk/data-protection](http://www.gov.uk/data-protection)