



## **BLUEBRIDGE EDUCATION PRIVACY POLICY**

### **Our Policy**

BlueBridge Education Limited are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. We have always had a robust and effective data protection program in place which complies with existing law and abides by the data protection principles.

Our privacy policy explains how we process and store the personal data we collect from you or that you provide to us. Please read the following to understand the way we use your personal data.

### **Data we may collect from you**

- Information obtained/provided through the BlueBridge Education website, taking part in social media functions, posting materials or requesting other BlueBridge Education services.
- If you contact us, we may keep a record of your correspondence which identifies you via email. We may keep your email and email address.
- Information about transactions you carry out and documentation concerning applications placed with us.
- Details from CVs and application forms for specific purposes

### **Who processes your information?**

BlueBridge Education Limited is the data controller of the personal information you provide to us.

This means that Bluebridge Education determines the purposes for which, and the manner in which, any personal data is to be processed. The BlueBridge Education management team oversees the data control responsibilities. The contact email address for any questions you have about your data is: [info@bbgroup.co.uk](mailto:info@bbgroup.co.uk)

### **Why do we collect and use information?**

Personal data of Bluebridge Education students and stakeholders is collected and used for the following reasons:

- To enable Bluebridge Education to process enrolments and all associated services required to provide our programmes
- To ensure the safety and welfare of our students
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing



### **Which data is collected?**

The categories of information that BlueBridge Education collects, holds and shares include the following:

Personal information - e.g. names, student enrolment details and addresses

Financial details – bank details, account numbers, etc

For homestay families, property and family information

Assessment information - e.g. progress reports

Relevant medical information

Your data will be stored at the offices of BlueBridge Education as specified below. Our staff will be entitled to process your enquiries and orders, process your payment details and provide you with support services. By submitting your personal data to BlueBridge Education, you agree to the transfer, storing and processing of such information. We will take all reasonable steps to ensure your data is treated securely and in accordance with the BlueBridge Education privacy policy.

Students, or their parents, enrolling on programmes at BlueBridge Education will be required to give their consent on any forms necessary for the enrolment process.

### **How long is your data stored for?**

Personal data relating to Bluebridge Education students and stakeholders is stored in line with the GDPR Data Protection Policy. In accordance with the GDPR, we does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

Bluebridge Education will not share your personal information with any third parties without your consent, unless the law requires us to do so.

### **What are your rights?**

You have the following rights in relation to the processing of your personal data.

You have the right to:

- Be informed about how Bluebridge Education uses your personal data.
- Request access to the personal data that Bluebridge Education holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.



If you wish to know more about the way BlueBridge Education is collecting or using your personal data, you can contact BlueBridge Education at the following address:

Cambridge Vision Park  
Compass House  
Cambridge  
CB24 9AD  
Tel: +44 (0) 1223 257983

[info@bbegroup.co.uk](mailto:info@bbegroup.co.uk)

### **How can you inform and instruct BlueBridge Education of your requirements concerning privacy and data protection?**

On the various forms which may need your consent for the enrolment, teaching, housing or welfare of students, and which require specific consent for specific circumstances, BlueBridge Education will always offer you the opportunity to decide if you want to provide such information for such purposes.

### **Changes to the BlueBridge Education Privacy Policy**

BlueBridge Education will try to make our privacy policy as robust as possible. Any changes to the policy will be posted on this page. If you continue to use the Bluebridge Education website, you will be accepting any such changes that may occur.

### **Summary**

- BlueBridge Education has a legal and legitimate interest to collect and process personal data in order to meet statutory requirements.
- BlueBridge Education will not share personal data with any other third parties without consent, unless the law requires us to do so.
- In cases where specific consent is required, BlueBridge Education will offer you the opportunity to decide if you want to provide such information for such purposes.
- Any personal data is retained in line with BlueBridge Education's GDPR Data Protection Policy.