

# Anglo International Student Centre

## Privacy Notice

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At Anglo International Student Centre, we maintain commitment to being transparent about what we do with your personal information and protecting it. This Privacy Notice clarifies how we share, store, use, and collect personal data, in compliance with the UK General Data Protection Regulation (UK GDPR).

### Who we are

Anglo International Student Centre delivers educational guardianship and associated services to international students pursuing education in the UK. We serve as the data controller of the personal data you supply to us. Contact: [phoenix@sino-uk.org](mailto:phoenix@sino-uk.org)

### What data we collect and why

We collect and process the following personal data categories for various reasons, encompassing emergency, safeguarding, legal, and contractual purposes:

- Student information: name, date of birth, nationality, school details, passport/visa info, health records, medical and dietary needs, SEN details, behavioural and welfare notes.
- Parent/guardian information: names, contact details, relationship to student, consents.
- Host family and staff information: names, contact details, DBS certificates, home details, training records.
- Academic and welfare records: school reports, attendance data, pastoral concerns, disciplinary actions.
- Financial data: invoicing details, payment records.
- Travel and accommodation details: arrangements, permissions, emergency contacts.

This information receives collection to:

- Provide educational guardianship and pastoral care
- Meet contractual and legal obligations
- Guarantee health, safety, and safeguarding
- Enable communication between all parties involved

### Lawful basis for processing

We depend on the following lawful bases to process your personal data:

Contractual necessity – for the provision of agreed services

Legal obligation – adherence to UK data protection, immigration, and safeguarding laws

Vital interests – safeguarding of life in emergencies

Legitimate interests – sustaining student welfare and service provision

Consent – where explicitly necessary (e.g., photos for marketing)

## Who we share your data with

We only share personal data where it is necessary and lawful to do so. Third parties may include:

- Parents and guardians
- Host families
- Schools
- Local authorities or emergency services
- DBS checking bodies
- Service providers (e.g. IT support, training platforms)
- Regulatory bodies: AEGIS, BSA, or for safeguarding inspections

We require all third parties to respect the security of your data and to handle it in compliance with the law.

## Data storage and retention

We preserve personal data securely utilising cloud-based systems with suitable access controls.

Personal data receives retention for a minimum of two years following a student's guardianship conclusion, unless a longer retention period receives requirement by law.

## Your data rights

You have rights under UK GDPR, including:

The right to access your data

The right to correct or delete inaccurate information

The right to restrict or object to processing

The right to data portability

The right to withdraw consent (where applicable)

To exercise these rights, please contact us at [phoenix@sino-uk.org](mailto:phoenix@sino-uk.org). We aim to respond within one month.

## International data transfers

We may conduct data transfers internationally, for example, to legal guardians or parents residing outside the UK. Such transfers receive protection through appropriate safeguards and secure communication.

## How to raise a concern

Should you have a concern about how we utilise your personal data, please contact us first. You may also complain to the Information Commissioner's Office (ICO) via [www.ico.org.uk](https://www.ico.org.uk)

## Review

We review this Privacy Notice regularly.

Last updated: 21 October 2025