

Privacy Notice for Enquirers, Applicants, and Students

Introduction This Privacy Notice explains how the Buckingham School of Setting Out Engineering Ltd ("the School") processes your personal data, your rights under data protection laws, and the legal basis for processing. When you submit an application form for study at the School, you provide personal data. This data is used to process your application, assess your eligibility for a place, and, if an offer is made and accepted, to confirm your place and establish a student record.

Legal Basis for Collecting Data The processing of your personal data is necessary for the School's legitimate interests in managing your application. Upon acceptance of an offer, a contractual relationship is formed, and we process your data to fulfil our contractual obligations. Additionally, during the admissions process, your data may need to be shared with internal departments, such as Student Administration, to fully process your application. In some cases, we may have legal obligations to share your data with third parties, such as:

- **UK Visas and Immigration (UKVI):** For international students requiring a visa.
- **Fraud Prevention Authorities:** To prevent or detect criminal activity.

This privacy statement outlines how the Buckingham School of Setting Out Engineering Ltd collects, stores, manages, and protects your data throughout your journey with us—from the admissions process to graduation and beyond.

Purposes of Processing The Admissions Team processes personal data to administer and manage your application. Specific purposes include:

- Communicating with you regarding your application or registration progress.
- Providing information about your chosen course and the School.
- Offering pre-onboarding and onboarding information and support.
- Sharing details about the School's services to help you make informed decisions.

Types of Information Collected The School collects the following personal data through your application form and supporting documents, or from third parties where relevant:

- **Personal Details:** Name, title, gender, and date of birth.
- **Contact Details:** Address, email, and telephone numbers.
- **Identity Information:** Nationality, country of birth and residence, passport number, or driving licence.

- **Educational Background:** Qualifications attained or being pursued, including English and Mathematics qualifications.
- **Supporting Documents:** Transcripts, certificates, curriculum vitae (CV), etc.
- **Course Information:** Details of the course(s) applied for.

Data Sharing Your data may be shared with:

- **Admissions Staff:** Individuals involved in evaluating applications based on established entry criteria.
- **Service Providers:** External providers supporting admissions, marketing, and recruitment activities.
- **Third Parties for Verification:** Organisations or bodies to confirm prior educational qualifications.
- **Internal Departments:** Teams managing services such as accommodation or additional support.
- **Regulatory and Awarding Bodies:** As required by law or for course accreditation purposes.

International Transfers Your personal data may be transferred outside of the UK/EEA if it is necessary for processing or for the provision of services such as admissions or student support. Any transfers will be done using lawful mechanisms such as adequacy decisions, Standard Contractual Clauses (SCCs), or other safeguards to ensure the protection of your data.

Retention Period The retention period for your data depends on the outcome of your application:

- **Successful Applications:** Retained as part of your student record for up to six years after graduation, or as required by awarding bodies.
- **Unsuccessful Applications:** Retained for up to two years from the date of rejection or withdrawal of the application unless there is a specific reason for further retention.

Withdrawing Consent and Data Accuracy If you believe the data held about you is inaccurate or needs updating, contact us using the details below. Where necessary, we may request documentary evidence to verify changes (e.g., marriage certificate or deed poll).

Data Breach Management In the event of a data breach that poses a risk to your rights and freedoms, the School will notify the affected individuals as soon as possible. The School has a formal process in place to detect, investigate, and report data breaches to the Information Commissioner's Office (ICO) as required by law.

Automated Decision-Making and Profiling No automated decision-making or profiling is used in the admissions process. Decisions regarding your application are made with human oversight to ensure fairness and transparency.

Data Protection Officer (DPO) The Buckingham School of Setting Out Engineering Ltd has appointed a Data Protection Officer (DPO) who oversees data protection compliance. If you have any questions about this privacy notice or how your data is handled, you can contact the DPO using the contact details below.

Your Rights As a data subject, you have the following rights under the UK GDPR:

- **Right to be Informed:** About how your data is being used.
- **Right of Access:** To access your personal data.
- **Right to Rectification:** To have incorrect data updated.
- **Right to Erasure:** To have your data erased, subject to any legal obligations that may prevent this.
- **Right to Restrict Processing:** To stop or limit the processing of your data in certain circumstances.
- **Right to Data Portability:** To obtain and reuse your data for different services.
- **Right to Object:** To object to how your data is processed in certain circumstances.

Right to Lodge a Complaint If you have concerns about how your personal data is being handled, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO can be contacted using the following details:

- **Phone:** 0303 123 1113
- **Website:** ICO Website

Contact Information For any questions or concerns not addressed by this Privacy Notice, please contact us through the following channels:

- **Phone:** 020-8148-8555
- **Email:** info@engineeringschool.co.uk
- **Website:** www.engineeringschool.co.uk