

Privacy Policy

What is the purpose of this Privacy Policy?

- This policy sets out details of the information that we collect about you, how we process it, how we store your information, who we share your data with, and your rights under data protection law in relation to our processing of your data.
- This privacy policy covers personal data that is collected through our website, from third party agents and information supplied to us offline.

Who controls the use of your personal Data?

- When this policy mentions "we", "us", "our" or "MCSE" we are referring to MC Academic Ltd.
- MC Academic Limited's registered company number is 8392893. Its registered address is, MC Academic Limited, Manchester Central School of English, 30 Hamilton road, Ashton-In-Makerfield, Wigan WN4 0SU. You can contact us using the contact details at the end of this notice.

What personal data is collected and why?

- The primary reason for using your personal information is to provide educational services to you. We obtain information about you using the below methods and from third party agents that you have contacted directly. The agent provides us with your details in order to fulfil their agreement with you to help you find a school to study at.
- When you visit manchestercse.co.uk and complete an enquiry form this data will be emailed to the school and we will use your information to contact you regarding your enquiry.
- When you complete an application form on our website or in person we will use this information to contact you regarding your chosen course.
- If you email info@manchestercse.co.uk or any other employee at MCSE you will supply us with contact information, we will use this information to contact you regarding your query.
- When you complete the language level test, your contact details and test results will be emailed to the school.
- If you have any medical conditions or health issues we will keep this information on file. This is to ensure that we are fully prepared if there is an emergency in regards to your health.
- We will store information about your attendance and academic progress to ensure you receive sufficient help and support whilst you study with us.
- CCTV footage is recorded for safety purposes only.

- MCSE may take photographs and videos for advertisement purposes and may be used on the school website and for social media pages.
- Using information about you for statistical purposes or for historical research.

Who do we share your personal data with?

- We are under a legal obligation to share information with local authorities or UK Visas and immigration (UKVI) if it is necessary.
- We may share your information with third parties for accommodation purposes, this includes homestay hosts, student residences and taxi companies for airport transfers. In these circumstances we will only share necessary information.
- We may also share your information with third parties that organise school trips and excursions on behalf of MCSE. We will only provide them with the information necessary.
- Financial information may be processed in relation to fee payments.

Transfers outside of the EU

- The only time that data will be transferred outside the EU is if you are in another country which is outside of the EU.

Legal grounds for using your information

The legal grounds for processing your information are found under Article 6 & 9 GDPR, We may process your personal details if one of the following applies:

- The user has given consent to the processing of his or her personal data for one or more specific purposes.
- Processing is necessary for the performance of a contract to which the user is party or in order to take steps at the request of the user prior to entering into a contract.
- Processing is necessary for compliance with a legal obligation to which the controller is subject.
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.

Retention of personal data

Your personal data will be held on record indefinitely.

How do we protect your data?

- We do everything possible to ensure that your personal data is securely protected. Our system is password protected and all personal documents are securely stored.

Your rights under data protection law

You have the following rights under data protection law:

- **Right to access your personal data** - You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- **Right to rectification** – You have the right to request that any inaccurate data that is held about you is corrected.
- **Right to erasure** – You have the right to request us to delete personal data that we hold about you.
- **Right to restriction of processing or to object to processing** – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- **Right to data portability** – You have the right to request us to provide you, or a third party, with a copy of your personal data in a format that can be read by a computer.

Questions and complaints.

If you have any questions please contact hr@manchestercse.co.uk or write to Data Protection, Manchester Central School of English, 2nd Floor, Royal Buildings, 2 Mosley Street, Manchester, M2 3AN.

If you think that your data has not been handled correctly you can contact the Information Commissioner's Office: <https://ico.org.uk/>