

Privacy and GDPR Policy

1. Introduction

The London College of Practical Studies (LONDONCPS) is committed to protecting the privacy and personal data of its students, staff, and all individuals who interact with the College. This Privacy and GDPR Policy explains how we collect, use, store, and protect your personal data in compliance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

2. Data Collection

Types of Data Collected:

- **Personal Identification Information:** Name, date of birth, address, phone number, email address, nationality, and ID documents.
- **Academic Information:** Course enrolment details, academic records, attendance, and performance evaluations.
- **Financial Information:** Payment details, financial aid records, and billing information.
- **Health and Wellbeing Information:** Medical records, disability information, and emergency contact details.
- **IT and Usage Data:** IP address, browser type, access times, and pages viewed.

Methods of Collection:

- Directly from you when you register, apply for a course, or communicate with LONDONCPS.
- Automatically when you use our website, through cookies and similar technologies.
- From third parties such as previous educational institutions, employers, or government bodies.

3. Legal Basis for Processing Data

We process personal data based on the following legal grounds:

- **Consent:** Where you have given explicit consent for specific processing activities.
- **Contractual Necessity:** To fulfil our obligations under your enrolment or employment contract.
- **Legal Obligation:** To comply with legal and regulatory requirements, such as reporting to educational authorities.
- **Legitimate Interests:** For purposes such as improving educational services, safeguarding student welfare, and ensuring campus security.

4. Use of Personal Data

LONDONCPS uses your personal data for the following purposes:

- **Educational Services:** To manage course enrolment, deliver academic content, and assess performance.

- **Student Support:** To provide academic advising, career services, and health and wellbeing support.
- **Administration and Compliance:** To handle billing, maintain records, and comply with legal obligations.
- **Communication:** To keep you informed about college news, events, and updates.
- **Security:** To ensure the safety and security of students, staff, and college property.

5. Data Protection and Security

LONDONCPS implements robust security measures to protect your personal data, including:

- **Encryption:** Data is encrypted both in transit and at rest to prevent unauthorized access.
- **Access Controls:** Personal data is accessible only to authorized personnel who require it for their duties.
- **Data Breach Protocols:** In the event of a data breach, LONDONCPS will notify affected individuals and the relevant authorities as required by law.

6. User Rights Under GDPR

As a data subject, you have the following rights:

- **Right to Access:** You can request access to your personal data held by LONDONCPS.
- **Right to Rectification:** You can request corrections to any inaccurate or incomplete data.
- **Right to Erasure:** You can request the deletion of your data, subject to certain conditions.
- **Right to Restrict Processing:** You can request a limitation on the processing of your data.
- **Right to Data Portability:** You can request a copy of your data in a structured, machine-readable format.
- **Right to Object:** You can object to the processing of your data on certain grounds.
- **Right to Withdraw Consent:** You can withdraw your consent to data processing at any time, without affecting the lawfulness of prior processing.
- **Right to Lodge a Complaint:** You can file a complaint with the UK Information Commissioner's Office (ICO) if you believe your rights under GDPR have been violated.

7. Data Retention

LONDONCPS retains personal data for as long as necessary to fulfill the purposes for which it was collected, including legal, accounting, or reporting requirements. Once the retention period has expired, data is securely deleted or anonymized.

8. International Data Transfers

In certain circumstances, LONDONCPS may transfer personal data outside the European Economic Area (EEA). Where this occurs, we ensure that appropriate safeguards are in place, such as Standard Contractual Clauses (SCCs) or an adequacy decision by the European Commission.

9. Cookies and Tracking Technologies

LONDONCPS uses cookies and similar technologies to enhance your online experience and collect usage data. You can manage or disable cookies through your browser settings. For more details, please refer to our Cookie Policy.

10. Changes to the Privacy Policy

LONDONCPS may update this Privacy and GDPR Policy from time to time to reflect changes in legal requirements or our data processing practices. Any significant changes will be communicated to you via email or through our website. Please the the below website for further details.

<https://ico.org.uk/>