



UK COLLEGE  
OF BUSINESS AND COMPUTING

## GDPR Privacy Notice

UK College of Business and Computing Ltd is an international educational organisation offering Higher Education qualifications in the UK and UAE. UKCBC was established in 2001 and is continues to develop as an organisation that encourages learners to achieve their very best in education and life, instilling our organisation's ethos in all learners, U Learn, U Grow, U Succeed.

Under new General Data Protection Regulations which come into effect on 25<sup>th</sup> May 2018, we are required to provide you with certain details concerning how your personal data is used.

Full details of how we use, collect, process and store your personal data as well as your rights in respect of your data are in our Privacy Policy which you can be obtained by visiting <http://www.ukcbc.ac.uk/>

A summary of the key points are shown below:

Name of Data controller	UK College of Business and Computing LTD
Contact Details	<p>Mail UK College of Business and Computing LTD Wentworth House 350 Eastern Avenue Gants Hill IG6 2NW</p> <p>Email <a href="mailto:info@ukcbc.ac.uk">info@ukcbc.ac.uk</a></p> <p>Phone 0208 518 4994</p> <p>Website <a href="http://www.ukcbc.ac.uk">www.ukcbc.ac.uk</a></p>
Categories of Personal Data	<p>Name</p> <p>Date of Birth</p> <p>Contact details</p> <p>Parent Details</p> <p>Medical Information</p> <p>Registration Details</p> <p>Telephone</p> <p>Email Address</p> <p>Qualification</p> <p>IP Address</p>
Sources of Personal Data	Data Subject
Automated decisions	Marketing/SITS/E-vision/UCAS

<p>Purposes of Processing</p>	<ul style="list-style-type: none"> <li>• Administration, maintaining records</li> <li>• Admissions, enrolment onto specific courses</li> <li>• Direct Marketing</li> <li>• Reporting of figures and trends (including equality, inclusion and diversity)</li> <li>• Quality and improvement monitoring</li> </ul>
<p>Who we will disclose your personal data to</p>	<p>Examination and Awarding Bodies</p> <ul style="list-style-type: none"> <li>• Pearson</li> <li>• ACCA</li> <li>• AAT</li> </ul> <p>Strategic information technology Services  Student Support and management System  OTRS  Procurement Management System  Human Resource Information System  Health and Safety Executive  National Student Survey  Destination of Leavers from Higher Education  Higher Education Statistics Agency  Her Majesties Revenue and Customs  Mail Chimp  Unbounce  Response Tap  Sprout Social  Engage  Office for Students  Student Loan Company  New City College  Bath Spa University  Department of Funding Education  Quality Assurance Agency  Microsoft  Turnitin</p>
<p>Legal basis for processing your Personal Data</p>	<p>Consent  Contract  Legitimate interest  Legal requirements  The legal basis for collection and processing of your personal data is:</p> <ul style="list-style-type: none"> <li>• <b>Administration</b></li> <li>• <b>Equality and inclusion</b></li> <li>• <b>Direct Marketing</b></li> </ul> <p><b>In all other cases:</b> that it is necessary for our legitimate interest which is to ensure that our services meet the requirements of Students and Employees and this does not prejudice or harm any data subject regarding their rights and freedom.</p>

Your right to withdraw consent	Data Subjects have the right to withdraw any consent you have given at any time. (a written request to the DPO or Representative) If you do, it will not affect the lawfulness of any processing which we had consent prior to your withdrawing it.
Direct Marketing	Direct Marketing is undertaken by: Telephone Calls and text Emailing Mail Face to Face Remarketing
Location of your Personal Data	All your Personal Data will be kept on servers located within the UK. Specific data may be shared with our UKCBC Campus in the UAE and with our Office in India.
How long we will keep your Personal data for	Generic Student Information : 6 years Specific Student Information: 40 years Employee: 6 years HR Records Health and Safety: 40 years (HSE) Marketing: cookies 1 Year/ general marketing 1 Year Finance: 7 years
Your rights in respect of your personal data	You have the right to access the personal data we hold on you and to restrict our use of, request erasure of and object to our processing of your data. In some cases, legal requirements, such as keeping financial records for auditing, require us to collect, process and store data even when a data subject has requested we not do so, and the right of data portability.
Complaints	If you have any concerns or complaints about how we are handling your data, please do not hesitate to get in touch by emailing us at <a href="mailto:hr@ukcbc.ac.uk">hr@ukcbc.ac.uk</a> . You can also contact the Information Commissioners Officer.