

Privacy Notice

Purpose

To help students understand how The Southern School of Beauty Therapy Ltd collects, uses and protects personal information

Data Protection Principles

We comply with data protection law and principles, which means that your data will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold

We will collect, store, and use the information you provide on the student registration form. As we get to know you better you may choose to disclose further information which may be beneficial to your personal learning goals and career progression

How your personal information is collected

Information is collected by e-mail, verbal communication and personal messaging

How we will use information about you

Information is used to ensure that we provide the best possible learning experience to our students

Data sharing

If students choose to progress onto another course that is accredited by an external awarding organisation we have to provide your name and date of birth for the purpose of registration and external quality assurance until final certification

Data retention

We retain your information for 3 years.

Your rights

Under the Data Protection Act 1998 you have the following rights:

- to obtain access to, and copies of, the personal information that we hold about you
- to require that we cease processing your personal information if processing is causing you damage or distress; and to require us not to send you marketing information

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website: www.ico.org.uk

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