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1. Introduction

Capital School of English (trading as Capital SE Limited) ("we" or "us") take your privacy seriously. This Privacy Policy explains the steps we take to ensure information about you is kept secure and confidential. Please read this Privacy Policy carefully as once you use our website and/or the services it provides ("Services") you will be regarded as having read and accepted this Privacy Policy. You must not use our website or our Services if you do not accept this Privacy Policy. Capital School of English (company number 04789251) is the data controller in relation to the Services and your personal data. Our registered address is 324 Wimborne Road, Bournemouth, Dorset, BH9 2HH, UK.

2. Data Protection

Capital School of English is registered with the Information Commissioner in the UK as a "data controller". All data will be kept in accordance with the provisions of the Data Protection Act 1998. Further details of the registration are available at www.dpr.gov.uk.

3. The Information we collect and how it is disposed

Capital School of English will process a wide range of data on students, Educational Consultants, Homestay providers, employees and those who contact us. This personal data may include (but is not limited to) basic personal details, contract details, passport and visa information, school assessment records, special educational needs and bank details. Personal data can be collected directly from the person, or through a third party, such as an Educational Consultant.

4. Why we collect information

Data is processed, kept and managed in accordance with all the Data Protection Act 1998. The information is used to:

- provide a quality service, this may include (but is not limited to):
    - to safeguard students and ensure their wellbeing
    - to ensure the students safe arrival to the UK and to ensure they have a place to stay
    - support students in their learning
    - monitor and report their progress
    - provide pastoral care
    - publish examination results
- conduct internal audits
    - assess the school's overall progress
    - to compile statistical information (usually on an anonymous basis)
- to ensure employees have the relevant qualifications
- to enable the relevant authorities to monitor the school's performance
- to enable students to take part in examinations and to monitor their progress

- to arrange the entire stay for a student through an Educational Consultant of the student's choice and to give the relevant information needed for their stay to this Educational Consultant
- other reasonable purposes relating to the school, such as information given to Homestay providers or others contractors

5. Information Disclosure

Capital School of English may share or pass on information about you to third parties, including (but not limited to):

- your Educational Consultant(s)
- your Homestay provider(s)
- contactors proving transfers from or to the airport
- local authorities
- public authorities
- Capital School of English's accrediting bodies (Accreditation UK or Independent Schools Inspectorate)

All third party organisations are to comply with the Data Protection Act 1998 themselves and Capital School of English has no influence over the way they use it.

6. Security

Keeping your information secure is very important to Capital School of English. Any information that is stored on paper will either be locked in a secure place, or will be in an area that is constantly manned by a member of staff. All information that is secured electronically will be securely protected and only relevant members of staff will have access to this information.

Capital School of English strives to protect your personal information sent over the Internet. However, no data transmission over the Internet can be guaranteed to be totally secure. Certain sections of the website may encrypt data using SSL or a comparable standard. As Capital School of English cannot ensure or warrant the security of any information which you send over the Internet, you do so at your own risk. If you would prefer you can post any information to Capital School of English at 324 Wimborne Road, Bournemouth, Dorset, BH9 2HH, UK.

7. Cookies

Like many websites, when you visit our website we issue a 'cookie' or unique code that allows us to identify your computer. We use the cookie to record where applicable, the website that referred you to our website and to note the different areas of our website recently accessed through your computer – it is only used in relation to our website and not in relation to any other websites you may visit. We may use the information collected in this way to tell you about services or products which might be of interest to you when you make further visits to this website. If you do not accept incoming cookies then the performance of our website on your system may not be to full standard.

8.   Accessing and updating your personal information

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to: Capital School of English, 324 Wimborne Road, Winton, Bournemouth, BH9 2HH or email: info@capitalschool.co.uk . A small fee will be payable. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

9.   Secure disposal of any information

We will periodically review your personal information to ensure that we do not keep it for longer than is necessary.

Information relating to Homestay providers will be securely disposed of one year after last hosting a student or if Capital School of English decide not to proceed with the application; this will include the secure disposal of any bank details.