



Information for students

Fair Processing Policy

The following statement explains our policy regarding the personal information we collect about you.

How we use your information

We have created this Fair Processing Statement in order to demonstrate Tower Learning Centre's firm commitment to your privacy. Personal data collected by the Centre is handled responsibly in accordance with our Data Protection Policy, which is available upon request.

You are entitled to see a copy of the personal data that we hold on you. Should you have any queries concerning this right, or our policies in general, please contact us at kate@tower-learning.co.uk

Our website

Our website does not automatically capture or store personal information. Should you wish to contact us, you will be asked to submit some personal information (e.g. your name and email address). By entering your details in the fields requested, you enable us to provide you with information you require. Except as might be required by law, we do not share this information with external bodies.

CCTV

Tower Learning Centre does not use CCTV to monitor its premises.

Photography

Tower Learning Centre uses photographic images in its publications and on its websites. We will not publish photographs of individuals alongside their names without the agreement of the appropriate individual. A consent form is available for this purpose.

Admissions

As part of our admissions procedure, we collect details of candidates and their parents or guardians. This information may be used for administrative or legal purposes. When a student leaves our centre, records are destroyed after a period of 2 years.

Pupils, parents and guardians

When a student joins Tower Learning Centre, further data may be collected in addition to that submitted as part of the admissions process. This might include: medical records and information, including details of any illnesses, allergies or other medical conditions suffered by pupils; personal details such as home address, date of birth and next of kin; information concerning pupil's performance at school, including their discipline record, School reports and examination results; financial information including information about the payment of fees. This information is kept electronically on the School's information management system and/or manually in indexed filing systems.

The Centre uses this information in order to safeguard and promote the welfare of its pupils, promote the objectives and interests of the Centre, facilitate the efficient operation of the Centre and ensure compliance with relevant legal obligations. Examples include: the Centre keeping details of medical conditions from which a pupil may suffer so that staff will be able to respond appropriately in the event of a medical emergency.

The Centre may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The Centre confirms that it will not disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. For example, the Centre will disclose such data as is necessary to third parties for the following purposes: to give a confidential reference to any educational institution which it is proposed that the pupil may attend; to disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice. Where the Centre receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. If the data requested can be anonymised the Centre will release the information in this form.

Employees

Tower Learning Centre will use the information supplied by you for all purposes associated with the administration of the employer/employee relationship, including the monitoring of our communications facilities to check for compliance with our relevant policies. We will transfer part of the information we hold on you to third parties where we are required to do so by operation of law.

If you have any queries regarding our handling of information, please feel free to contact us.