

Privacy Notice

Name	Privacy Notice
Version No.	1.0
Date	01 April 2021
Next Review	01 April 2020
Responsible	Data Protection Officer
Audience	External (Clients)
External Referents	<i>Guide to the UK General Data Protection Regulation (UK GDPR), April 2021</i> <i>Data Protection Act 2018 (DPA 2018)</i> <i>UK General Data Protection Regulation (UK GDPR)</i>

Introduction

This Privacy Notice is applicable to all prospective students who showed interest to undertake Higher education (“you”, “your”, “client”). Prospective students’ data is important to us and it is our top priority to ensure safety and security. Global Business Associates LTD T/A Step4Progress (“s4p”, “we”, “our”, “us”) is the data controller for clients’ personal data. This notice will explain how we process your information in accord with the General Data Protection Regulation (“GDPR”) and the Data Protection Act 1998(“DPA”).

We encourage all clients to read this Privacy Notice to aware about the following information:

Who we are

What data we collect for your information

Why and how we collect your information

Data Retention and Security

Your rights in relation to personal information

Who we are

Step4progress is an educational consultant agency based in United Kingdom. We provide services to help you to get admission in the UK universities and Colleges. Our ethos is to maintain the highest level of integrity, transparency and fair practices.

We are registered with Information Commissioner's Office (ICO), UK, and comply with the seven principle of UK GDPR. The Principles of GDPR for handling clients' data are-

- 1. Processed lawfully, fairly and in a transparent manner in relation to individuals*
- 2. Collected for specified, explicit and legitimate purposes*
- 3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed*
- 4. Accurate and, where necessary, kept up to date*
- 5. Identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed*
- 6. Processed in a manner that ensures appropriate security of the personal data*
- 7. The controller shall be responsible for, and be able to demonstrate compliance*

What data we collect for your information

S4p collecting the following personal data that you provide to us. We are collecting that information with your consent and store according to data retention schedule:

1. Personal Contact details (Name, Email, phone no)
2. Emergency contact information (Name, Email, phone no)
3. Identification document (Passport)
4. Residency Status (UK/EU students)
5. Educational Information (certificate, transcript, statement of purpose)

We may also collect, store and use the following "special categories" of more sensitive personal information:

1. Information about your race, ethnicity and religious beliefs
2. Criminal convictions and offences information(if any)

Why and how we collect your information

S4p process your data based on following lawful basis according to GDPR:

1. The clients has given clear consent for us to process their personal data for a making an admission application.
2. Clients enter into agreement the according the company's terms and conditions
3. To protect the legitimate interest of third parties where your fundamental rights do not override such as public interest, regulatory bodies.

We process your data as following –

1. Making a decision about your application or appointment to an educational establishment;
2. Providing you with the necessary study material required;
3. Education, training and development requirements;
4. Complying with health and safety obligations;
5. To prevent fraud;
6. To monitor your use of our information and communication systems to ensure compliance with our IT policies;
7. To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution;
8. To conduct data analytics studies to review and better understand student progression rates;
9. Equal opportunities monitoring;
10. Our social media profile;
11. Communications and marketing purposes

Data Retention and Security

All of your personal data store at a destination within European Economic Area (EEA) under the GDPR regulations.

We will never give, rent or sell your data to anyone else, nor will we make use of it ourselves for any purpose other than those described above.

Firewall and Network security systems are embedded to protect your information. Databases are further protected by access restrictions. Key information (including your password) is encrypted when stored. Our systems are constantly updated and tested to ensure this security is maintained.



S4p will retain your personal data if necessary for the purposes described above. We will only retain your personal information for as long as is necessary either to fulfil the purposes we collected it for or for the purposes of satisfying any legal, accounting, or reporting requirements.

For details about data retention. Please contact Data Protection Officer at:

info@step4progress.co.uk

Your rights in relation to personal information

You have following rights in accordance with Data Protection Act:

1. To obtain access to, and copies of, the personal data that we hold about you.
2. To request that we cease processing your personal data if the processing is causing you damage or distress.
3. To require us not to send you marketing communications.
4. To request us to correct any incorrect personal data we hold about you.

To access your data rights please email us:

info@step4progress.co.uk

If you've any issues about this notice or any complaint please contact the Data Protection Officer in the first instance-

info@step4progress.co.uk

Contacts

Data Protection Officer

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