

International Schools of Business Management Privacy Notice

The Company Secretary will be the 'Controller' and the International Teachers Programme host school administrative staff will be 'Processors' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information.

The data we hold include your name, title, institution, address, personal and/or professional email address(es), phone number(s), nationality and date of birth as well as educational background. Most of the information we hold on you is already available in the public domain.

Why we need your data

We need to know your basic personal data in order to be able to communicate with you and where necessary to provide you with updates and information.

We will not collect any personal data from you we do not need in order to provide this service to you. We only store and process your personal data on the basis of our legitimate interests.

What we do with your data

All the personal data we hold on you is processed in the European Union. No third parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this is available on request.

How long we keep your data

Your information will be kept by us until you notify us that you no longer wish to receive any communication or information from us.

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated by emailing secretary@itp-schools.com.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>.

*Carol Pearson
Company Secretary
International Schools of Business Management
3 May 2018*