

# Data Protection Policy

**Elizabeth School of London**

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**Elizabeth**  
SCHOOL *of* LONDON

## **Aim**

The Elizabeth School of London operates processes to prevent, identify, investigate and respond to unacceptable academic practice. Besides, we have a commitment to equity in enabling learner development and achievement. On the top, we practice code of ethics. These principles give rise to ESL further essential committed to compliance with the requirements of the Data Protection Act 1998. We aim to ensure that all staffs, agents, consultants, students and other stakeholders who have access to any personal data, will abide by their duties and responsibilities under the above Act.

## **Why this policy exists**

This data protection policy ensures:

- Complies with data protection law and follow good practice
- Protects the rights of staff, students and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

## **The Principles of Data Protection**

Our personnel concerned must comply with the following principles, which are legally enforceable:

- To handle personal and sensitive (about ethnic origin, political opinion, faith, disability, sexual preference, criminal convictions etc.) data fairly and lawfully.
- To be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- To use personal and sensitive data for specified and lawful purposes and shall not be further processed in any manner incompatible with those purposes.
- To use the personal and sensitive data, which are reasonable, relevant and not excessive to that particular purpose
- Use personal and sensitive data accurately and where necessary, update it.

- Keep and protect these personal and sensitive data with an appropriate degree of security.
- Store personal and sensitive data for longer than is necessary for that purpose.
- Any personal and sensitive data would not be transferred outside the UK, unless the recipient authorities ensure an adequate level of data protection.
- These personal and sensitive data will be released either with the person's consent, or for purpose of the national security.

### **Data Security:**

All staff and students are responsible for ensuring that:

- Any personal data, which they process, is kept securely in accordance with the College's Policy;
- Personal information is not disclosed accidentally or otherwise to any unauthorised third party.

### **Student Obligations**

Students must ensure that

- All personal data provided to the Elizabeth School is accurate and up to date.
- They must ensure that changes of address etc. are updated on the student registration system.

### **Sanction**

ESL is registered with Commissioner's Office (**ICO**). This policy is applicable for all staffs, students, external personnel and all stakeholders. The Principal **Andy Green** will supervise at all time. Unjustified breach of this policy and misuse of personal and sensitive data may cause instant disciplinary action, dismissal and/or prosecution.