



Privacy Policy

This Privacy Policy describes how and when Celtic School of English and www.celticschoolofenglish.com collects personal data from our staff, students & host families, and how that data is stored and used. There is a nominated Data Controller in Celtic School of English. Only this person will have full access to personal details. How data is processed should be completely transparent and open to scrutiny at any time. Students and host families are free to provide as much or as little information as they deem necessary but name and contact details are essential in order for Celtic School of English to provide a service. The data controller informs you that your personal data will be processed in full compliance with the Regulation (EU) 2016/679 and that the present privacy policy is provided pursuant to Article 13 of the Regulation (EU) 2016/679 (hereinafter, "GDPR").

What data do we collect?

Students:

- Name
- Address
- Date of birth
- Email address
- Telephone number
- Next of kin telephone number
- IP address
- Facebook/Skype address
- Passport number or ID number
- Health Insurance number
- Allergies
- Smoking habits
- Some lifestyle habits

Host family:

- Names & ages of all family members
- Address
- Email address
- Telephone number
- Bedroom availability
- Smoking habits
- Pets
- Some lifestyle habits
- Bank details

Staff:

- Name
- Address
- Email address
- Telephone number

- Work experience
- Bank details
- Education

How do we collect data?

Data is collected on our website contact form (name, email address & telephone number) and in our Registration form. Registration forms are sent to students wishing to enrol in Celtic School of English. Host families provide information through the Host Family Application. Staff provide information by providing a CV.

How do we store data?

- For students, your registration forms are kept in hard copy for the duration of your course. Once your course is complete, you may request that the registration form is shredded
- For host families, your application forms are kept in hard copy for as long as you wish to be a host family. We also keep Host Family Profiles on the main laptop.
- For teachers, your information is stored online and in hard copies for a period of one year or for however long you are in employment
- All information is processed and logged on a single laptop, that of the Data Controller. This laptop is locked at all times when not in use. The Data Controller may appoint an administrator to process data

How do we use data?

- Host family allocation – we use details of age, allergies, smoking habits and personal preferences to match students to a suitable host family while they are staying in Tralee
- Host family data is sent to students booked in to stay in the host family house
- Student data is provided to the host family following Host family – Student allocation
- Accidents & emergencies – in the event of an accident or when the student becomes ill, we use details of health insurance and allergies to assist medical personnel. We may also need to use Next of Kin information in this instance
- Identification – we use photos, passports or ID numbers to identify new students when they arrive
- Education – we use contact details in order to contact students for interviews prior to work placement allocation and to include students on our online content forum. We specifically use email and text messages to communicate on a daily basis with students regarding any timetable changes or school issues that affect the student.
- Activities & excursions – we use facebook, text and emails to inform students of any upcoming activities or excursions

Do we share your data with any third party?

Host family data is given to the student or agent organising the student trip.

Student data is given to their host family.

We do not share staff information.

Social media content

You will be asked to participate in photos, interviews surveys and events on social media.

You can opt out of such events at any time or request NOT to be included.

The Technical Information

Security

Pursuant to Article 25 of the Regulation (EU) 2016/679, we implement appropriate technical and organisational measures, which are designed to implement data-protection principles, such as data minimisation, in an effective manner and to integrate the necessary safeguards into the processing in order to meet the requirements of the Regulation and protect the rights of data subjects. Furthermore, according to Article 32 of the Regulation (EU) 2016/679, we implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk and safeguard personal data in our possession against accidental or unlawful destruction, loss, theft, alteration or unauthorised use or disclosure. Please note, however, that no data transmission or storage can be guaranteed to be 100% secure. As a result, while we strive to protect the information we maintain, we cannot ensure or warrant the security of any information that you transmit to us.

Period of storage

Your personal data will be kept for no longer than is necessary for the specific purposes for which the personal data are processed.

Changes to this policy

We may revise this Privacy Policy from time to time. The most current version of the policy will govern our use of your information and will be located at www.celticschoolofenglish.com. We may make changes to this policy at our sole discretion. By continuing to access or use the Services after those changes become effective, you agree to be bound by the revised Privacy Policy.

Exercise of users' data protection rights

You may contact us, via email at info@celticschoolofenglish.com in order to assert your rights, as described in Articles 15 to 22 of the Regulation (EU) 2016/679, namely to demand: the confirmation of the existence of data concerning yourself and their origin and processing and the purposes thereof; the erasure (Article 17) or the rectification of data (Article 16); the restriction of processing (Article 18); the right to object (Article 22) and the right to data portability (Article 20).

Cookie Policy

Like many websites, we use "cookie" technology to collect additional website usage data and to improve our Services. Cookies may be stored on your device and be transmitted again to you when you use the services a second time. Cookies are used to log in users, monitor browsing sessions, store information relating to the users who access the website and may contain a unique identification code that makes it possible to track the user's navigation within the website for statistical and advertising purposes. Users may download cookies on their devices owned by sites and web servers different from the site that they are

actually visiting (“third-party cookies”). Some cookies are necessary for the technical functioning of the Site; if you do not accept the latter cookies, some functionalities and features of the Site may not be accessible.