



Homestay data protection notice

Overview

Global Education Oregon in London is committed to protecting the rights of homestay families in line with data protection law and this data protection notice explains which information is collected, how your information is used, and who it may be shared with.

Global Education Oregon in London is registered with the Information Commissioner's Office (ICO) to process personal data and you can view the registration on the ICO's website under the [Data Protection Register](#).

Other data protection policies can be found here: <http://www.geolondon.org.uk/privacy-policies/>

The personal data we hold, purposes, and lawful bases

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Name, date of birth, occupation, gender, nationality, religion, address, telephone number and email address	To administer our relationship with you To provide key information to homestay students	Fulfilment of a contract with you
Details of those living in your household, including: Name, date of birth, occupation, gender, nationality and religion	To administer our relationship with you To provide key information to homestay students	Fulfilment of a contract with you
Information about your hobbies and interests, pets and household routines	To provide key information to homestay students	Necessary for our legitimate interests (to ensure the right homestay/student match)
Information about your house including the number of rooms, facilities and furnishings	To provide key information to homestay students	Fulfilment of a contract with you Necessary for our legitimate interests (to ensure the right homestay/student match)
Bank account details and payment records	To process payments	Fulfilment of a contract with you Compliance with a legal obligation





Notes on student feedback, complaints, issues or problems	To administer our businesss	Fulfilment of a contract with you Necessary for our legitimate interests (to ensure the right homestay/student match)
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When do we share personal data?

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Global Education Oregon in London students
- Global Education Oregon in London administrative staff
- Global Education Oregon staff responsible for student recruitment

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else’s interest)

Your rights

- Right of access: you have the right to request a copy of the information that we hold about you
- Right of rectification: you have a right to correct data that we hold about you that is inaccurate or incomplete
- Right to be forgotten: in certain circumstances you can ask for the data we hold about you to be erased from our records
- Right to restriction of processing: where certain conditions apply you have a right to restrict the processing
- Right of portability: you may have the right to have the data we hold about you transferred to another organisation
- Right to object: you have the right to object to certain types of data processing

If you want to exercise these rights, please use the contact details given at the end of this document.

Storing your personal information

We will keep personal information about you while you are working with us and if you would like to be considered for future homestay placements. We may also keep it after you have left the organisation, where the law requires us to.

We create and maintain a file for each homestay provider. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with us as a homestay provider.





Your personal information may be stored and processed outside of the country where it is collected, including outside of the European Economic Area.

How long do we keep your data?

We will keep personal information about you while you are a homestay provider for Global Education Oregon in London or if you would like to be considered for future homestay placements. We may also keep it after you have ceased to be a homestay provider for Global Education Oregon in London, where the law requires us to. Aside from these circumstances when you cease to work with us your personal data will either be deleted completely or anonymized, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

How to raise a query, concern or complaint

If after reading this page you still have queries, concerns or wish to raise a complaint you should contact:

Dr Amanda Milburn
Email: amanda@geolondon.org.uk
Tel: 020 7831 2760

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for investigation. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

The [Information Commissioner's Office](#) also provides useful advice and guidance on data protection.

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