



Student data protection notice

Overview

Global Education Oregon in London is committed to protecting the rights of students 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/>

Purposes

Global Education Oregon in London collects and processes your personal data while you are a current student and once you become an alumnus/alumna. It is essential for us to do so in order to manage our contractual obligations to you during your studies, including teaching and administrative support, and in order to meet our legal responsibilities in the UK.

Global Education Oregon in London keeps on file the information you provided during your application and enrolment along with other information collected during your participation on the programme. This information may include (and is not limited to):

- Your name
- Your contact details including email address
- Your emergency contact
- Your date of birth
- Your photograph
- Your nationality
- Your ethnic background
- Your academic background
- Your academic record
- Attendance monitoring
- Medical information
- Disciplinary information

Your personal data will be used to:

- organise your studies and co-curricular activities
- provide student support services
- carry out legal duties including providing information to others (see 'sharing your personal data')
- develop and maintain our alumni programme





The legal basis for processing your data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purposes.

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary to comply with a legal obligation;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your data, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

Sharing your personal data

Global Education Oregon in London will share your data with the following bodies when necessary to meet contractual and legal obligations:

- Employment references
- Housing providers including homestay families and temporary accommodation
- Work placement sites and educational partners involved in work placement provision
- UK Visas and Immigration
- Global Education Oregon, the UO study abroad office and national programme provider (US based)
- Your home institution (US based)

Global Education Oregon and your home institution are both based in the USA. The transfer of data to the USA is necessary to manage our contractual obligations to you and to comply with relevant legislation.

Any other disclosures that the Global Education Oregon in London makes will be in accordance with Data Protection law and will only take place when necessary and in your interests.

Data retention

Global Education Oregon in London will retain a permanent core student record including your name, email address, date of birth, address and contact details while in the UK, and full academic record. All other information will be kept for 10 years after your programme end date. At the end of this period, 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.

Your rights and responsibilities

Students have a right to access the personal data Global Education Oregon in London holds on them. To exercise this right you must use the contact details given below.

Students have a responsibility to keep Global Education Oregon in London updated with personal details during the programme. Students must not seek access to the personal data of others and disciplinary action will be considered if this takes place.

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](http://www.ico.org.uk) also provides useful advice and guidance on data protection.

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