



Privacy Policy

Ace London School

1. Purpose

Ace London School is committed to protecting the privacy and security of all personal information collected from students, staff, applicants, visitors, and partners. This Privacy Policy explains how the school collects, uses, stores, shares, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to:

- All personal data processed by Ace London School
- All students, staff, contractors, and visitors whose information the school holds
- All school departments, systems, and digital platforms that process personal data
- All processing activities undertaken by staff or third parties on behalf of the school

3. Our Commitment

Ace London School will ensure that all personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specific and legitimate purposes
- Limited to what is necessary for those purposes
- Accurate and kept up to date
- Stored securely and retained only for as long as necessary
- Protected from unauthorised access, loss, or misuse



Ace London School Limited

UK Learning Provider (UKPRN 10096855)

Suite 302, 315 & 504 Olympic House 28-42 Clements Road, Ilford. IG1 1BA

Company number 15358333 Registered in England & Wales

ASIC Accreditation no: AS95651/1124



4. What Personal Data We Collect

The school may collect the following categories of personal information, depending on your relationship with the institution:

a) Students

- Personal details (name, date of birth, nationality, gender)
- Contact information (address, phone, email)
- Academic records, qualifications, attendance, and assessment data
- Financial information (tuition fees, sponsorship, scholarships)
- Immigration and visa details (for international students)
- Health or disability information (for support and safeguarding)
- Photographs, CCTV images, and ID card data

b) Staff and Contractors

- Employment and payroll details
- References and qualifications
- Background checks (including DBS)
- Performance and training records

c) Visitors and Website Users

- Visitor logs, CCTV recordings
- Online identifiers such as IP addresses or browser data
- Contact details submitted via online forms or inquiries

5. How We Collect Personal Data

We collect personal information from:

- Application and enrolment forms (online or paper-based)
- Communications with the school (email, phone, or in person)
- Online services such as the student portal, website, or e-learning platforms
- Attendance monitoring systems and assessments
- CCTV and on-site security systems
- External organisations such as UCAS, UKVI, or awarding bodies



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6. How We Use Personal Data

The school processes personal data to fulfil its educational, administrative, and legal obligations, including:

- Managing admissions and enrolment
- Delivering teaching, learning, and assessment
- Providing academic support, safeguarding, and welfare services
- Communicating with students and parents/guardians
- Managing financial transactions, including tuition fees and funding
- Ensuring compliance with legal and regulatory requirements (e.g., UKVI, Ofsted, awarding bodies)
- Maintaining security and safety on school premises
- Marketing and promoting the school (only with consent).

7. Legal Basis for Processing

We will only process personal data where one or more of the following lawful bases apply:

- **Consent:** The individual has given clear consent for processing (e.g., marketing).
- **Contract:** Processing is necessary to fulfil an agreement (e.g., student enrolment).
- **Legal Obligation:** Required by law (e.g., UKVI reporting, HMRC).
- **Vital Interests:** Protecting someone's life or welfare.
- **Public Task:** Performing tasks in the public interest or under official authority.
- **Legitimate Interests:** For the school's operational or administrative purposes, provided it does not override individual rights.

8. Sharing and Disclosure of Data

The school may share personal data with third parties only when necessary, including:

- **Government and regulatory bodies** (e.g., UKVI, Ofsted, HMRC, Home Office)
- **Awarding bodies** (e.g., Pearson, City & Guilds)
- **Partner institutions** (for collaborative programmes)
- **Service providers** (e.g., IT support, cloud storage, payment processors)
- **Emergency services or social care agencies** (for safeguarding)



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All third parties must comply with UK GDPR and sign a **Data Processing Agreement (DPA)**.

The school will **never sell personal data** to third parties.

9. International Transfers

Where data is transferred outside the UK, Ace London School will ensure adequate safeguards are in place, such as:

- Transfers only to countries with appropriate data protection standards
- Contractual clauses or agreements ensuring GDPR-level protection

10. Data Retention

Personal data will be kept only for as long as necessary for the purpose it was collected. Retention periods are detailed in the school's Records Retention Schedule. After this period, data will be securely deleted, anonymised, or destroyed.

11. Data Security

The school employs appropriate technical and organisational measures to protect personal data, including:

- Secure servers and encrypted systems
- Restricted access controls for authorised staff only
- Regular cybersecurity reviews and backups
- Confidential disposal of paper records
- Staff training on data protection and information security

12. Your Rights

Under UK GDPR, individuals have the following rights regarding their personal data:

1. **Right to be informed** – how data is collected and used



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2. **Right of access** – to obtain a copy of personal data held
3. **Right to rectification** – to correct inaccurate or incomplete data
4. **Right to erasure** – to request deletion of data (where legally permissible)
5. **Right to restrict processing** – to limit use of data
6. **Right to data portability** – to request data transfer to another provider
7. **Right to object** – to certain types of data processing (e.g., marketing)

Requests should be made in writing to the Data Protection Officer (DPO).

13. Cookies and Online Data

When visiting the school website, cookies may be used to:

- Improve user experience
- Track website usage and analytics
- Remember preferences and login sessions

Users can manage or disable cookies through their browser settings.

14. Data Breach Procedure

In the event of a personal data breach:

- The school will investigate immediately and assess the impact.
- Serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours, where required.
- Affected individuals will be informed if there is a high risk to their rights or freedoms.

15. Monitoring and Review

- This Privacy Policy will be reviewed annually, or sooner if required by changes in UK data protection law or institutional practice.





16. Contact Information

For data protection queries, data access requests, or complaints, please contact:

Data Protection Officer (DPO) – School Manager

Ace London School

Suite 302, 315 & 504 Olympic House

28–42 Clements Road, Ilford, IG1 1BA

schoolmanager@acelondonschool.co.uk



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