



PRIVACY POLICY

International Skills for Life Academy

This Privacy Policy applies to:

- Future students, their parents, and current or former students of ISLA Academy
- Staff employed by ISLA Academy
- Users of our IT systems
- Visitors the academy's premises

Future Students, their parents, and current or former students of ISLA Academy

To provide education to our students, we process personal information about our students, their relations, and guardians.

While most of the information we collect is mandatory, some is provided or processed voluntarily. To comply with the General Data Protection Regulation, we will inform you whether the collection or processing of personal information is optional.

We gather personal information through the admissions process and during the student's time at the academy. This information is collected through various methods, including forms (both paper and digital), emails, postal mail, student observations, and verbal communication (face-to-face, phone, or video conference) between academy staff, students, their guardians, and relations.

We primarily use personal information for:

- Efficient processing of enquiries
- Student identification
- Billing and financial purposes
- Supporting student learning
- Ensuring student safety

- Maintaining a balanced academy structure
- Monitoring and reporting on student progress
- Providing appropriate care
- Keeping the academy community informed about events
- Assessing the quality of our services
- Compliance with statutory requirements

Marketing and Communications

We may collect your preferences for direct marketing via email, SMS, social media channels, telephone, and post in the following ways:

- Online sign-ups
- Advertisements
- Academy events
- Updates to your marketing preferences

You have the right to opt-out of receiving marketing communications from us. You have the right to modify the information that **ISLA** Academy holds:

- 1) To opt out from our (Mailchimp) newsletter you can do so by clicking 'update your preferences' or 'unsubscribe from this list' in the lower part of the newsletter.
- 2) To modify any other personal information **ISLA** holds please send an email to info@isla-academy.com

Some of the personal information we hold is classified as Sensitive Information. We only process and store this information to ensure the safety of our students and staff or due to legislative requirements.

We retain pupil data for five years following a student's last entry.

Employees of ISLA Academy

We collect personal information in the contractual process, as well as during your employment with us.

We collect and process information to fulfill our contractual employer-employee relationship between you and **ISLA** Academy.

We may hold sensitive information, such as the outcome of safeguarding and criminal record checks, as well as information about any health issues you disclose to us.

Information about your employment will be retained for five years after your normal retirement age or completion of employment to address safeguarding queries from regulatory authorities or future employers.

IT systems

We gather personal data when you use our IT systems either on-site or remotely, or when you send us an email.

The data we process regarding your use of our IT services is primarily for security, diagnostic, and analytical purposes.

Moreover, we monitor incoming emails, including file attachments, for viruses or malicious software. It's important to ensure that any emails you send comply with legal regulations.

Visitors to our terrain and buildings

For visitors to our premises, we collect information such as CCTV images and visitor data to maintain the safety of our facilities, students, and staff. CCTV is only used in public areas, and we limit the processing and storage of CCTV data to the necessary minimum.