



Data protection – International House Newcastle (IHN)

Obtaining personal data from our Web site visitors

Any personal data that you may be asked to provide on any of IHN Web sites will be held and processed in accordance with the requirements of the UK 1998 Data Protection Act. Wherever you are asked to submit personal data, such as an e-mail or postal address or a telephone number, you should understand that this information will be held on password protected servers, or in a supervised environment and hard copies of such data will be shredded as soon as possible in accordance with the necessary protocols of IHN administrative and academic functions. No data will be disclosed to any third party other than agents of IHN.

If you subsequently choose to submit any personal data, you are thereby giving your consent for that data to be held and processed for the stated purpose of being enrolled, classed and supervised as a student of IHN.

Disclosing personal data about our students

IHN needs to process information about its staff and students for administrative, academic and health and safety reasons in order to operate efficiently. When students register with IHN, they give IHN permission to process data about them. Clients will have the opportunity to see some basic personal data held about them and to correct inaccuracies. Clients who do not register and give consent to this processing will not be accepted as students.

When you register we may ask you to give details for an Emergency Contact. This data will be used or disclosed only in case of emergency. Please note that you must ensure that the contact is notified of the disclosure of their details to IHN.

If the whole or part of your programme is undertaken at an institution other than IHN, relevant personal data may be supplied to the institution providing all or part of the programme to enable it to carry out its normal administration. This is especially relevant for clients undertaking internships in third party companies.

If your fees are paid by a third party, such as a parent, spouse, or employer, IHN is unable to disclose any personal data to such third parties without your express permission. If you are under 18 years of age you consent to IHN advising your parents or guardians as to the amount and nature of any debts you owe to IHN from time to time.





Disclosing personal data about our students

Similarly, when staff enter into a contract of employment, they consent to IHN processing data about them as necessary for the proper administration of the employment relationship both during and after their employment.

The data may include (but is not limited to) information about qualifications, race or ethnic origin, gender, disability, matters of discipline, criminal convictions, age and years of service, membership of a recognised trade union, pensionable pay or contributions, matters relating to mental or physical health (including dates of absence due to illness and the reason for the absence) and matters relating to pregnancy and maternity leave.

Such data may be processed for any legitimate reasons connected with employment by IHN including payment of salary, pension, sickness benefit or other payments due under the contract of employment, monitoring absence or sickness, training and development purposes, negotiations with trade union or staff representatives, redundancy and succession planning, curriculum planning and organisation and to comply with any statutory or other legal obligation binding on IHN. This may also include the publication of the employees name and contact details in IHN publications and on IHN's internal and external websites. Data may also be processed to ensure compliance with the Disability Discrimination Act and IHN's Equal Opportunities Policy.

IHN also undertakes monitoring of computer facilities (including e-mail and access to the internet) in order to ensure the effective operation of the central computer and network systems and for other legitimate purposes. Members of staff should refer to the Computer Users Code (as amended from time to time) for further information.

Personal data will be processed only in accordance with IHN's registration under the Data Protection Act.