



## Privacy Policy

Effective Date: 1 January 2026

### 1. Purpose of This Policy

This Privacy Policy explains how Kingsbridge Communication Academy (KCA) collects, uses, stores and protects personal data relating to students, parents and guardians. By enrolling on any KCA course, students agree to the practices described in this policy.

### 2. Commitment to Data Protection

Kingsbridge Communication Academy is committed to protecting personal information and handling all data responsibly in accordance with the UK General Data Protection Regulation (UK GDPR) and relevant UK data protection laws.

### 3. Information We May Collect

Depending on the needs of the course and the age of the student, KCA may collect and process various types of information including, but not limited to: full name, email address, telephone or WhatsApp number, age and date of birth, country of residence, parent or guardian contact details, payment records, attendance records, photographic identification, communications, and any other information voluntarily provided. This list is not exhaustive and additional information may be collected where reasonably necessary.

### 4. How We Use Personal Data

Personal data is collected and used for purposes including, but not limited to: course administration, communication with students and parents, safeguarding, attendance management, payment processing, quality assurance and legal compliance. This list is not exhaustive and data may be used for any other legitimate purpose connected to the delivery of KCA services. KCA will never sell or share personal data for marketing purposes.

### 5. Where and How Data Is Stored

Student data may be stored and processed using tools and platforms including, but not limited to: Google Workspace services, secure files on KCA computers and devices, mobile devices, messaging platforms such as WhatsApp, and online learning platforms. Data will be stored in locations chosen by KCA that are reasonably necessary for the effective running of courses.

### 6. Visibility of Information During Classes

During online lessons and communications, including but not limited to email, messaging apps and virtual classrooms: names, usernames, and contact details may be visible to other participants. This list is not exhaustive and normal use of online tools may result in limited visibility of information. Students are expected to act responsibly and respect the privacy of others.

### 7. Recording of Sessions

All online sessions are recorded for safeguarding, quality assurance and student support. Recordings may be made available to enrolled students only and must not be shared publicly. By enrolling, students consent to being recorded.

### 8. Data Retention

Personal data will normally be retained for up to 12 months following course completion for

administrative and certification purposes, after which it will be securely deleted unless legally required to be kept longer.

### **9. Students' Rights**

Students and parents have the right to request access to, correction of, or deletion of their data, withdraw consent where applicable, and raise concerns about data handling. Requests can be made in writing to KCA.

### **10. Data Security**

KCA takes reasonable steps to protect data from unauthorised access or misuse. Students are also responsible for protecting their own personal information when using online platforms.

### **11. Students Under 18**

For students aged 16–17, parental consent is required and parent or guardian contact details will be collected for safeguarding purposes.

### **12. Third-Party Services**

Where external platforms are used, data may be processed in accordance with the privacy policies of those providers.

### **13. Changes to This Policy**

KCA reserves the right to update this policy when necessary. Any significant changes will be communicated to students.

Authorised by:

**Choudhry Zeeshan Khan**

Director & Principal Tutor – Kingsbridge Communication Academy  
Certified Level 5 TEFL Educator