

# Student Privacy Notice

Effective Date: 25 October 2024

## 1. Introduction

We, at AspireCraft Ltd, are committed to protecting and respecting the privacy of our students, including both international and UK students. This privacy notice explains how we collect, use, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 2. Data Controller

The data controller responsible for your personal data is:

Data Protection Officer's Name: XXXXX

Contact Email: [enquiry.aspirecraft@gmail.com](mailto:enquiry.aspirecraft@gmail.com)

Contact Phone: +44 20 7609 4198

## 3. What Information We Collect

We are required to collect, store, and use the following categories of personal information about you to verify your identity:

- **Personal Details:** Name, date of birth, nationality, student ID, contact details (address, phone number, email).
- **Passport and Visa Information:** Passport details, visa status, immigration documentation.
- **Academic Records:** Course enrolment details, grades, attendance records, academic progress, and achievements.
- **Financial Information:** Tuition fees, payment records, scholarships, bursaries, and sponsorship details.
- **Health and Wellbeing Information:** Medical records, disability information, counselling records (only if relevant and provided).
- **IT and Communications Data:** Email logs, internet usage, and access to university systems.
- **Accommodation Details:** On-campus or off-campus housing arrangements, emergency contact details.
- **Other Relevant Data:** Any other information necessary for your education and welfare at the institution.

#### 4. How We Use Your Information

We use your personal data to:

- Provide educational services and support.
- Administer your studies and academic progress.
- Ensure your health, safety, and wellbeing.
- Manage financial aspects of your enrolment.
- Assist with visa and immigration compliance (for international students).
- Comply with legal and regulatory requirements.
- Communicate with you regarding your studies and university activities.
- Improve our services and facilities.

#### 5. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- **Performance of a Contract:** To fulfil our contractual obligations to you as a student.
- **Legal Obligation:** To comply with legal and regulatory obligations, including immigration laws for international students.
- **Legitimate Interests:** To manage and improve our educational services and facilities.
- **Consent:** For specific purposes where you have given consent (e.g., marketing).

#### 6. Data Sharing

We may share your personal data with:

- **Academic and Administrative Staff:** For the purpose of providing education and support.
- **Service Providers:** Who provide services on our behalf (e.g., IT services, accommodation).

- **Government and Regulatory Bodies:** To comply with legal and immigration requirements.
- **Parents/Guardians:** With your consent or if it is in your vital interest.
- **Employers and Placement Providers:** When necessary for your course requirements.
- **Partner Institutions:** If you are participating in an exchange or partnership program.

## 7. Data Transfers

As a student, your personal data may be transferred to, and processed in, countries outside the UK. We will ensure that appropriate safeguards are in place to protect your data in accordance with applicable data protection laws. We will never sell your personal data to third parties.

## 8. Data Retention

We retain your personal data in line with UK GDPR regulations for as long as necessary to fulfil the purposes for which it was collected, or as required by law. Specific retention periods are outlined in our [Data Retention Policy](#), available on request.

## G. Your Rights

You have the following rights regarding your personal data:

- **Access:** To request access to your personal data.
- **Rectification:** To request correction of inaccurate or incomplete data.
- **Erase:** To request deletion of your personal data (where applicable).
- **Restriction:** To request restriction of processing.
- **Data Portability:** To request transfer of your data to another organization.
- **Objection:** To object to the processing of your personal data.

To exercise these rights, please contact us at [enquiry.aspirecraft@gmail.com](mailto:enquiry.aspirecraft@gmail.com).

## 10. Data Security

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction.

## 11. Changes to This Privacy Notice

We may update this privacy notice from time to time. Any changes will be posted on our website, and we will notify you of significant changes via email or other communication channels.

## 12. Contact Us

If you have any questions or concerns about this privacy notice or our data protection practices, please contact:

Data Protection Officer's Name: XXXXX

Contact [Email: enquiry.aspirecraft@gmail.com](mailto:enquiry.aspirecraft@gmail.com)

Contact Phone: +44 20 7609 4198

By enrolling at AspireCraft Ltd, you acknowledge that you have read and understood this privacy notice.

AspireCraft Ltd

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**Date of Last Review: 24 October 2024**