

Cantab Academy: Data Protection Policy

1. Purpose

Cantab Academy takes the privacy and security of personal data seriously. This policy explains how the Academy collects, uses, stores and protects personal data belonging to participants, staff and trainers, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data controller

Cantab Academy, of Office 3, 4a Nelson Road, London SE10 9JB, is the data controller for the personal data described in this policy.

3. What personal data we collect

Depending on the individual's relationship with the Academy, we may collect and process:

- Contact details (name, address, email, telephone number);
- Academic records (university, course of study, academic results, attendance);
- Passport, visa and travel information, where required for UK entry;
- Emergency contact and next-of-kin details;
- Health information relevant to participant welfare or reasonable adjustments, where disclosed;
- Photographs or video taken during courses or events, where consent has been given;
- Staff and trainer recruitment records, including qualifications, references and right-to-work documentation.

4. How we use personal data

Personal data is used to: administer applications and enrolment; deliver and assess courses; support participant welfare and safety; communicate with participants, partner universities, and next of kin where necessary; meet visa and immigration requirements; and comply with our obligations to BAC and other regulatory bodies.

5. Legal basis for processing

The Academy processes personal data on the basis of: performance of a contract with the participant; compliance with a legal obligation (for example, immigration or safeguarding requirements); the Academy's legitimate interests in running its courses effectively and safely; and, where applicable, the individual's consent (for example, for photographs used in publicity).

6. Sharing personal data

Personal data may be shared with: the partner universities, for the purposes of course administration and next-of-kin contact; trainers delivering the course; UK immigration authorities, where required; and BAC, for accreditation and quality assurance purposes. The Academy does not sell personal data to third parties.

7. International transfers

Because the Academy works with partner universities, some personal data (such as attendance and assessment records, and next-of-kin contact details) is shared with staff at these universities. Such transfers are made only where necessary for course administration and participant welfare, and appropriate safeguards are applied in line with UK data protection law.

8. Data retention

Personal data is kept only for as long as necessary for the purposes it was collected, and in line

with the Academy's record-keeping obligations to BAC and other regulators.

9. Data security

The Academy takes appropriate technical and organisational measures to protect personal data against unauthorised access, loss or disclosure, including restricted access to digital records, secure storage of physical documents, and staff awareness of data protection obligations.

10. Data subject rights

Individuals have the right to: access the personal data the Academy holds about them; request correction of inaccurate data; request erasure of data in certain circumstances; object to or restrict certain processing; and lodge a complaint with the Information Commissioner's Office (ICO) if they believe their data has been mishandled. Requests should be directed to the data protection contact named above.

11. Data breaches

Any suspected data breach must be reported immediately to the data protection contact. Where required, the Academy will notify the ICO and affected individuals in accordance with statutory timeframes.

12. Review

This policy is reviewed at least annually and whenever there is a significant change in how the Academy collects or uses personal data.

Date: Aug 2026

Review Date: Aug 2027