



Langford International
Education Consultancy Ltd.

1 Holm Lodge, St. Michael's Road, London NW2 6XH, UK

Langford International Education Consultancy Ltd (International Language and Literature Teachers' Cooperative) GDPR Policy on Safeguarding and Privacy

Introduction:

Langford International Education Consultancy Ltd. manages the International Language and Literature Teachers' Cooperative which is a group of free-lance consultants who are experienced and qualified teachers specialised in teaching International Baccalaureate language courses.

'Experienced and qualified' means that they hold university degrees from their respective or other countries (Bachelor and in some cases Masters or Doctorates), they work or have recently worked in IB World Schools authorised and inspected by the International Baccalaureate Organisations, or they are examiners with the IBO, and in many cases work in schools or universities where (depending on local regulations or external accreditations) they have had to go through safeguarding vetting and must adhere to academic honesty policies set out by those schools. ILLTC tutors are normally engaged by the parent or the school of IB Middle Years or IB Diploma students (ages 11-19) in boarding or day schools based worldwide. (Client schools are listed on the website). ILLTC tutors normally work remotely, normally on a one-to-one basis, via email and IT video conferencing programmes such as Skype, Googlemeet, Microsoft Teams, Facetime or others.

1. General Comments about how we protect data:
 - We will not transfer your personal data out the European Economic Area without your consent. (Please note that many of our clients and tutors are based outside of the EEA.)
 - We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
 - Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
 - For any payments which we take from you online we will use a recognised online secure payment system.
 - We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 2 For the purposes of GDPR, ILLTC will be the Data Controller of all personal data held. Langford IEC has identified all data sources in use pertaining to information about ILLTC consultant/tutors and ILLTC students. It identifies who will have access to data, for what purpose, and how long it will be retained and why.
- 3 Langford IEC has ensured that all data held (most of in electronic) is protected by two passwords. Langford IEC operates in the [Google](#) environment, the Langford IEC website is managed by [Spork Digital](#) which hosts the website on [Amazon Web Services](#) which is based in Europe and is GDPR compliant. Electronic files are stored in [Dropbox Business](#) which is GDPR ready. ILLTC has published a document *Langford International Education Consultancy Ltd (International Language and Literature Teachers' Cooperative) Privacy Statement and Guidelines for Clients (Students, Parents and Schools)* that is published on its website and



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which clients must read and acknowledge agreement and understanding as part of the application process. This document as taken into consideration ICO guidelines including guidelines pertaining to children and will be reviewed and updated in light of new directives issued by the ICO.

All ILLTC consultants/tutors must read and confirm in writing their understanding and agreement of ICO guidelines pertaining to children, and the *Langford International Education Consultancy Ltd (International Language and Literature Teachers' Cooperative) Privacy Statement and Guidelines for Clients (Students, Parents and Schools)*. ILLTC teachers who work remotely and independently must also confirm in writing that they will notify the Director of Langford IEC of any risk of breach of privacy.

ILLTC is committed to the data protection principles (see Art 5 GDPR). We are committed to ensuring your data is accurate and up to date. We will check the PII data on an annual basis and data subjects are requested to inform ILLTC of any changes to PII as they occur.

- 4 In the event of a serious breach of data that affects individuals' rights and freedoms, the Director of Langford IEC will report with 72 hours to the ICO and to the individual/s affected.
- 5 Langford IEC will continue to monitor and develop its practice to ensure good practice and compliance with relevant ICO and GDPR regulations and guidelines.

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