



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) Privacy Statement and Guidelines for Consultant/Tutors**

*As Langford International Education Consultancy Ltd (Langford IEC) which manages the International Language and Literature Teachers' Cooperative (ILLTC) is based in the UK, this document is to help ensure compliance with the new General Data Protection Regulations (GDPR) that come into effect on 25 May 2018.*

**The information in the ILLTC Consultant (teacher) application form is used in the following ways:**

With agreement and approval of the ILLTC Consultant, a brief bio drafted by the Director of Langford IEC is published on the Langford IEC website ILLTC pages along with a photo.

**Some of the information contained in the ILLTC Consultant (teacher) application form may be shared with the following:**

- The ILLTC Academic Advisor who liaises with the language tutor about the programme and who approves the text selection and oversees the teaching.
- Information pertaining to experience and qualifications may be shared with the prospective ILLTC student, parents, and host school. (This is very unusual if the biography profile appears on our website).
- Emails are sent to ILLTC Clients about the programme, payment of consultancy fees, or asking for feedback about the programme.
- Information such as name, address and bank details must be shared with our bank Barclays PLC in order to arrange transfer of payments.
- Information on invoices sent by the Consultant for services rendered will be shared with Langford International Education Consultancy's appointed accountants (Goldwin's in London) who have access to all business documents for the preparation of annual audits.

**How long will we keep your data?**

- We will hold consultant's data on our system on a continuous basis as long as the Consultant is available to work ILLTC, for a period up to 7 years after the Consultant leaves ILLTC and for as long as it is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations, e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims. Data (biography profile used to promote ILLTC services) will be removed from the website at the Consultant's request. Consultant's contact details and correspondence concerning an individual student may be kept for up to a year after the student has completed the IB Diploma. ILLTC Consultants are asked to keep



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information on their students for up to 1 year after the student completes the IB Diploma in the event there are any questions about the work once the student reaches university. (Please note that information shared with the student's school will be subject to that school's data protection policies and procedures as this data may form part of the student's record of study with that institution.)

### **Your obligations in relation to data you hold about our clients**

- ILLTC Consultants are asked to delete or destroy information about students they have had one year after the student completes the IB Diploma.

### **How your information is used**

As limited company registered in the UK, Langford International Education Consultancy (International Language and Literature Teacher's Cooperative) will only use your data fairly and lawfully in accordance with our obligations under the European General Data Protection Regulations (GDPR), May 2018 and the UK's Data Protection Act 2018. This means that we will process your data in a way which respects the Data Protection Principles set down in the Regulations and your rights under the GDPR.

The EU GDPR and the UK's GDPR requires us to keep your data secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised disclosure. Although it is not possible to state every purpose for which your information will be used, the following are examples of how it is likely to be used while you are working with a student:

- To administer your programme of study and record academic or pastoral reports on students;
- To administer financial aspects of your work with ILLTC (e.g. payment of fees)
- To produce management statistics and to conduct research into the effectiveness of our services (though these are anonymised)
- For security and disciplinary purposes
- For internal and external audits, and quality assurance exercises

(Most of our data is kept in electronic form and access is protected by two passwords. All of our tutors who are based worldwide have read the guidelines and acknowledged their understanding of GDPR practice relating to children.)

### **Understanding your rights**

You have a number of rights under the EU GDPR and the UK DPA in respect of the information which the ILLTC holds about you, and how we can use that information. These include:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed



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- to have your personal data transferred to yourself or to another business in certain circumstances.

### **Responsibilities of ILLTC Tutors**

All ILLTC consultants/tutors are asked to confirm in writing that they have

- Read the ICO statement on children so that tutors understand the principles of child protection and privacy matters.
- Read the *Langford International Education Consultancy Ltd (International Language and Literature Teachers' Cooperative) Privacy Statement and Guidelines for Clients (Students, Parents and Schools)*.
- Ensure that any IT communications with ILLTC students are protected by two passwords (ie password to log on to device, and password to log into emails).
- Delete (or destroy print) information about students they have had one year after the student completes the IB Diploma. (Emails that are not relevant to student's record of work may be deleted earlier)
- Immediately report any breaches of data or privacy regarding work with ILLTC students to the Director of Langford IEC.
- ILLTC Consultants who have a DBS or other documents that affirm police checks are asked to provide a copy to Langford IEC.

**Langford International Education Consultancy Ltd. ILLTC GDPR Policy on Safeguarding and Privacy is available to all Consultants upon request.**

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