



## ***Privacy Policy***

### ***About Us***

Exeter Homestay UK Limited incorporated in England & Wales (registered company no: 11119201) and is a “controller” under the General Data Protection Regulation.

### ***Introduction***

This notice is to help you understand how and why we collect personal data about you and what we do with that information. It also explains the decisions you can make about your own information. If we no longer use you for a service, we will delete all information we hold instantly in a secure manner.

If you have any questions about this notice, please contact the EHUK Compliance Officer

### ***What is personal data?***

Personal data is information that identifies you as an individual and relates to you. This includes your contact details, date of birth, postcode, preferences and interests.

Sensitive personal data is information that relates to your physical or mental health, political opinions, religious or similar beliefs, sexual orientation and the commission or alleged commission of any offence by you. Unless it is necessary for an application, we will not ask for sensitive information from you.

### ***What do we collect?***

At EHUK we collect different types of information about our clients, staff and host families such as:

- Name and date of birth
- Contact information including email address
- Nationality and next of kin
- Qualifications and work experience
- Financial Details for payment processing
- Family lifestyle and social circumstances
- Criminal Convictions DBS disclosure
- References for recruitment

### ***Special Categories***

***We may also collect sensitive information that is referred to as being in a “special category”***

- Race of Ethnic origin
- Criminal convictions
- Sexual Orientation

### ***How do we collect this?***

We will only collect information from you that is relevant to the service/contract we require you to do for us. We may collect the following information from you which is defined as “personal data”

EHUK Ltd stores all data in secure electronic files within the EEA (European Economic Area).

### ***Why do we collect personal data?***

We collect and process your personal data for the following reasons:

- to manage your job application and issue a contract of employment or sub-contractor agreement
- to manage homestay provider/ host families / agents / schools & college’s we work with
- to complete students’ registration process for school/college/accommodation/work
- to process payments and comply with statutory accounting and taxation obligations
- to comply with safeguarding regulations
- to improve our services and marketing material
- to send promotional emails about new information about our company or other information which we think you may find interesting
- for market research purposes - we may contact you by email, phone or mail and use information you give us on your interests to customise the website or offer you students.

### ***What do we do with your personal data and whom we will share it with?***

We retain your personal data throughout the application and recruitment process and for the duration of your contract for homestay with EHUK Ltd.

- Maintaining accounts and records and payments
- Provision of education and training to clients, staff and clients
- For the service we are using or contracting you for

Under the Code of Conduct, there are very strict rules who we can share your information with and this will normally be limited to other people who will assist with you matter: This includes:

Social and Welfare Organisations

Healthcare Professions

Agents/Schools and Colleges

Parents of children whom we offer a service

Employees

Government Professions

***Can you control what we do with your data?***

You may choose to restrict the collection or use of your personal information in the following ways:

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please write to Exeter Homestay UK Ltd., 22 Wenlock Road, London, N1 7GU or email [info@exeterhomestayuk.com](mailto:info@exeterhomestayuk.com)

Our ICO Registration Number is: ZA388705

If you believe that any information, we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

***Contacting you***

If you were an existing client as at 1 May 2018 and have been receiving information you will continue to receive necessary documentation from us.

If you become a client after 1 May 2018, we will contact you, but only if you have consented to this with us.