

LearnIt Cambridge Data Retention Policy

1. Introduction

LearnIt Cambridge is committed to protecting the privacy and personal data of our students and staff. This document outlines our data retention practices in compliance with the UK General Data Protection Regulation (UK GDPR) and, where applicable, the EU General Data Protection Regulation (EU GDPR). It describes how we collect, use, store, and dispose of personal data, ensuring maximum care and security. Students may ask at any time how their data is used, and Dr. Daniele Pio Buenza will be happy to answer all queries.

LearnIt Cambridge primarily adheres to the UK GDPR and EU GDPR. For students located outside these jurisdictions, we strive to accommodate reasonable privacy-related requests while maintaining compliance with UK GDPR standards.

2. Data Collection and Usage

LearnIt Cambridge collects and processes personal data only for the purpose of providing language education services. This includes, but is not limited to:

- Student registration and enrolment.
- Lesson delivery and administration.
- Communication with students and their guardians (for minors).
- Accounting and financial management.

We may use third-party apps, software, and web services for operational and didactic purposes, such as video conferencing, accounting, and lesson materials. Wherever possible, we strive to use accredited and reputable services. Students may ask at any time for details about how their data is used, and Dr. Daniele Pio Buenza will address their questions promptly.

3. Data Security

To ensure the security of all personal data:

- Antivirus software is installed and regularly updated on all devices used by the School.
- Access to sensitive data is restricted to authorized personnel only.
- Tutors and staff sign agreements to comply with UK GDPR and, where relevant, EU GDPR regulations.
- Sensitive data shared during lessons (e.g., personal or confidential discussions) will not be recorded or disclosed.

4. Lesson Files and Data Sharing

Files created during lessons, including logs of activities, whiteboards, and corrected homework, will be made available to students at all times via a dedicated folder link.

Upon the conclusion of lessons, students will be given the option to:

1. Allow LearnIt Cambridge to retain their files for potential future use.
2. Request the deletion of all files.

If no preference is communicated, files will be securely stored for up to 12 months before being deleted. Students may inquire at any time about their files and how they are managed.

5. Data Retention for Minors

For students under the age of 18, online lessons may be recorded for safeguarding purposes. These recordings will:

- Be available to watch for six months following the session.
- Be securely deleted after the six-month retention period.

6. Data Controller

The Director and Data Controller of LearnIt Cambridge is Dr. Daniele Pio Buena. Dr. Buena ensures compliance with UK GDPR and, where applicable, EU GDPR regulations and is responsible for overseeing all aspects of data protection within the School. Students are welcome to contact Dr. Buena at any time with questions or concerns regarding their data.

7. Collaboration with Tutors

All tutors collaborating with LearnIt Cambridge sign an agreement to adhere to UK GDPR and, where applicable, EU GDPR regulations. This includes:

- Handling student data responsibly and securely.
- Using approved tools and software for teaching and administration.
- Maintaining confidentiality regarding all personal and sensitive data shared during lessons.

8. Data Deletion and Disposal

When data is no longer required, it will be securely deleted or destroyed to prevent unauthorized access or misuse. Students may request the deletion of their data at any time by contacting LearnIt Cambridge.

9. Amendments to This Policy

This policy may be updated periodically to reflect changes in legislation or the operational needs of LearnIt Cambridge. Students and tutors will be notified of significant changes.

10. Contact Information

For questions or concerns regarding this policy, please contact:

Dr. Daniele Pio Buena
Director and Data Controller
LearnIt Cambridge
Email: drbuena@learnitcambridge.co.uk

Consent Form

By signing this form, I confirm that I have read, understood, and agree to the terms outlined in the LearnIt Cambridge Data Retention Policy. I consent to the collection, processing, and storage of my personal data as described. I also acknowledge that I can inquire at any time about how my data is used and receive a prompt response from Dr. Daniele Pio Buena.

Name: _____

Signature: _____

Date: _____