

UK Academics and Guardianship Ltd (UKAG) Privacy Notice

1. Introduction

UK Academics and Guardianship Ltd (“UKAG” , “we” , “our” , “us”) is committed to protecting the privacy and security of personal information. This Privacy Notice explains what personal data we collect, how we use it, how it is stored, and the rights you have under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

UKAG is registered with the Information Commissioner’ s Office (ICO) under registration number ZB671834.

2. Personal Data We Collect

We collect and process personal data relating to:

Students – including name, date of birth, nationality, contact details, academic information, medical information, dietary needs, travel details, and welfare records.

Parents/Guardians – including name, contact details, passport/ID copies where required, and financial details for invoicing.

Schools and Host Families (if applicable) – including contact details, safeguarding information, and agreements.

Staff and Contractors – including employment records, DBS checks, references, and training records.

3. Purposes for Processing Personal Data

We use personal data for the following purposes:

To provide guardianship services to students in the UK.

To comply with our legal and regulatory obligations (including safeguarding and child protection requirements).

To liaise with parents, schools, and local authorities about student welfare, academic progress, and pastoral care.

To manage travel, accommodation, emergency arrangements, and medical needs of students.

To administer our organisation (including HR, invoicing, and financial management).

To comply with AEGIS inspection requirements and maintain accreditation.

4. Lawful Basis for Processing

We process personal data on the following lawful bases:

Contract – processing necessary to provide guardianship services under the contract with parents.

Legal obligation – compliance with safeguarding, child protection, immigration, and financial regulations.

Vital interests – where processing is necessary to protect a student's health or safety.

Legitimate interests – to ensure the effective operation of our guardianship services.

Consent – where we rely on permission for specific purposes (e.g. sharing medical information with third parties).

5. Sharing of Personal Data

We may share personal data with:

Schools, colleges, and universities attended by students.

Parents/legal guardians of the student.

Local authorities, safeguarding agencies, or emergency services (where required for welfare or safeguarding).

AEGIS (for inspection and accreditation purposes).

Third-party service providers (e.g. transport companies, accommodation providers), where necessary and subject to appropriate safeguards.

We do not sell or share personal data with any unrelated third parties for marketing purposes.

6. International Data Transfers

Where it is necessary to share data outside the UK (for example, with parents living overseas), we ensure that appropriate safeguards are in place in line with UK GDPR requirements.

7. Data Retention

We keep personal data only for as long as necessary to fulfil the purposes outlined in this notice and to meet legal or regulatory requirements.

Student records are normally retained for seven years after guardianship services end.

Safeguarding records may be retained longer in line with statutory requirements.

Financial records are kept for the period required under HMRC rules.

8. Security of Personal Data

We implement appropriate technical and organisational measures to keep personal data secure, including:

Encryption of electronic data and password protection.

Secure storage of paper records.

Access restricted to authorised staff only.

Regular staff training on data protection.

9. Your Rights

Under UK GDPR, you have the following rights:

The right to access the personal data we hold about you.

The right to request correction of inaccurate data.

The right to request erasure of your data (where applicable).

The right to restrict or object to processing.

The right to data portability.

The right to complain to the ICO if you believe your data has been mishandled.

10. Contact Details

If you have any questions about this Privacy Notice or wish to exercise your rights, please contact us:

UK Academics and Guardianship Ltd (UKAG)

Email: info2@ukag.co.uk

Address: Rothesay House, 14 Rothesay Place, Bedford, United Kingdom, MK40 3PX

You also have the right to contact the Information Commissioner's Office (ICO):

www.ico.org.uk | Telephone: 0303 123 1113

11. Updates to This Privacy Notice

We may update this Privacy Notice from time to time to ensure compliance with legislation and best practice. The most recent version will always be available via our WeChat public Account/Website.