

PRIVACY POLICY

This privacy policy explains how we use any personal information we collect about you when you use this website or enrol on a course at the school.

Beet Language Centre Ltd privacy notice

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

Contact details

Beet Language Centre, Nortoft Road, Bournemouth, Dorset, BH8 8PY

Telephone: 01202397721

Email: admin@beet.co.uk

What information we collect, use, and why

We collect or use the following information **for student education and welfare**: Names and contact details for students/children, Names and contact details for parents, guardians, carers, Gender, Pronoun preferences, Date of birth, Next of kin and emergency contact information, Dietary requirements (including vegetarian, vegan, gluten free and religious requirements), Payment details and financial information including transactions, Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities), Welfare information (includes family and home life circumstances and history), Details of any criminal convictions, Photographs, Attendance and reason for absence data, Account access information, Exam results and qualifications, Progress reports, Information relating to compliments and complaints, Exclusion, suspension and behavioural information, Right to work information

We collect or use the following information **for disciplinary investigations or to prevent, detect, investigate or prosecute crimes**: Names and contact details for students/children, Names and contact details for carers, Gender, Welfare information (includes family and home life circumstances and history), Special Educational Needs and Disabilities (SEND) information (includes reasonable adjustments and special educational needs and disabilities), Details of any criminal convictions, Attendance and reason for

absence data, Witness statements and contact details, Records and reports, Video recordings of public areas (including entrances and outside spaces to which some or all members of the public have access), Call recordings.

We collect or use the following personal information for **dealing with queries, complaints or claims**: Names and contact details, Addresses, Payment details, Account login or user information, Purchase or service history, Video recordings of public areas, Call recordings, Witness statements and contact details, Relevant information from previous investigations, Financial transaction information, Information relating to health and safety (including incident investigation details and reports and accident book records), Correspondence, Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities), Attendance and reason for absence data

We collect or use the following information **for information updates or marketing purposes**: Names and contact details, Marketing preferences, Photographs, Records of consent, where appropriate, Alumni records

We collect or use the following information **for recruitment purposes**: Contact details (e.g. name, address, telephone number or personal email address), Date of birth, National Insurance number, Copies of passports or other photo ID, Employment history (e.g. job application, employment references or secondary employment), Education history (e.g. qualifications), Right to work information, Details of any criminal convictions (e.g. DBS, Access NI or Disclosure Scotland checks), Security clearance details (e.g. basic checks and higher security clearance).

We collect or use the following information **to comply with legal requirements**: Identification documents, Health and safety information, Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks), Safeguarding information, Any other personal information required to comply with legal obligations

We also collect or use the following special category information **to comply with legal requirements**. This information is subject to additional protection due to its sensitive nature: Health information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** – You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access](#).

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Bournemouth accom +44 (0)1202 309 662
Dorset BH8 8PY email admin@beet.co.uk
United Kingdom



- **Your right to rectification**– You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure**– You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)

Policy reviewed: March 2026 – Centre Manager

Next review due: June 2027