Cardiff Academy

NOTICE /// INFORMATION AND DATA

Privacy Notice for Applicants and Students

Plain-English information for applicants, students and their parents about what personal data Cardiff Academy collects, why, who we share it with – including universities, UKVI and agents – how long we keep it, and your rights.

REFERENCE	**CA-INF-02**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Data Protection Lead**	APPROVED BY	**Senior Leadership Team (reported to the Board)**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**Applicants, students, parents/guardians, sponsors**	PUBLISHED	**Website; application form; enrolment pack**

RELATED POLICIES CA-INF-01 Data Protection and Records Management; CA-ADM-03 UKVI Sponsor Compliance; CA-ACA-08 University Progression, Careers and References

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Who we are

Cardiff Academy is the trading name of Cardiff Education Group Ltd, 8 Drake Walk, Cardiff, CF10 4LG. We are the data controller for the personal information described in this notice. If you have any questions, contact our Data Protection Lead at enquiries@cardiffacademy.co.uk.

2 What information we collect

Type of information	Examples
Identity and contact	Name, date of birth, nationality, passport details, photograph, address, email, phone, emergency contacts

Type of information	Examples
Application	Previous education, qualifications and transcripts, English test results, personal statement, references, interview notes
Immigration	Passport and visa or eVisa details, CAS number, previous UK study, immigration history relevant to your application
Financial	Fee payments, sponsor details, financial evidence for visa purposes, refund details
Study	Attendance, engagement, assessments, marks, feedback, progression and university applications, certificates and transcripts
Welfare and safeguarding	Pastoral notes, wellbeing concerns, safeguarding records (kept separately and securely)
Health and disability (special category)	Medical conditions, allergies, disability and learning needs, so we can support you and keep you safe
Equality monitoring (special category, optional)	Ethnicity, religion, sex, sexual orientation – used only in anonymised form to check we treat everyone fairly
Images	Your student ID photo; CCTV images; photographs or video for publicity only with your consent
IT use	Logins, use of Academy systems and online learning platforms, filtering and monitoring alerts

We collect most information from you. We may also receive information from your agent, sponsor, previous school, referees, examination boards, partner universities and the Home Office.

3 Why we use your information

- to assess your application and, if you are an international student, to decide whether to issue a Confirmation of Acceptance for Studies (CAS)
- to enrol you, teach and assess you, and award your certificate and transcript
- to support your welfare, health and safety, and to safeguard you and others
- to meet our legal duties as a Home Office licensed student sponsor
- to help you apply to university and to confirm your results and attendance to the university
- to manage fees, payments and refunds
- to improve our courses and services, including through surveys
- to keep in touch with you after you leave (alumni), if you agree
- to send you information about our courses, if you agree

4 Our legal reasons

We use your information because it is needed for our **contract** with you; because the law requires it (for example Home Office sponsor duties and safeguarding); because it is in our **legitimate interests** in running the Academy, where this does not override your rights; to protect your **vital interests** in an emergency; or with your **consent** (for example for photographs or marketing). You can withdraw consent at any time.

5 Who we share it with

Who	Why
UK Visas and Immigration (Home Office)	We must report certain events, such as if you do not enrol, stop attending, withdraw or change course, and give compliance officers access to your records
Partner universities and universities you apply to	To support your application, and to confirm your results, attendance and completion. Your results may be shared with the university where you hold an offer
Your education agent	To process your application, where you applied through an agent
Your sponsor (government, embassy or employer)	To report attendance and progress where your sponsorship requires it. We will tell you at enrolment
Parents or guardians	For students under 18, we share information about attendance, progress, welfare and safety. For adult students, we only share with your consent, unless there is an emergency or serious welfare concern
Examination and awarding bodies	To register you for exams and receive results
Health services, social services, police	In an emergency, for safeguarding, or where the law requires
Our service providers	Student records system, email, cloud storage, online learning, IT support, payment processing – under contracts that protect your data

Some of these organisations are outside the UK (for example your agent or sponsor in your home country). Where we transfer data outside the UK we use legal safeguards or rely on the transfer being necessary for our contract with you.

6 How long we keep it

We keep your information only as long as we need it. For example, your student file is kept for 6 years after you leave; your marks and award records are kept permanently so that we can confirm your qualification; and Home Office records are kept for at least as long as the law requires. Full details are in our Records Retention Schedule (CA-INF-01).

7 Your rights

You have the right to:

- ask for a copy of your information
- ask us to correct information that is wrong
- ask us to delete information, or to stop or limit how we use it, in some circumstances
- object to our use of your information for marketing or based on legitimate interests
- ask for your information to be transferred to another organisation, in some circumstances

To use any of these rights, contact the Data Protection Lead. We will normally reply within one month.

8 Complaints

If you are unhappy with how we have used your information, please tell our Data Protection Lead first, and we will investigate. You can also complain to the Information Commissioner's Office: ico.org.uk · 0303 123 1113.

9 Changes

We review this notice every year. The current version is always on our website.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 57 (information about policies published)
British Council Accreditation UK criteria	M16–M17 (records)
UKVI Student sponsor guidance	Student sponsor guidance – record-keeping and reporting duties explained to students
University partner due diligence	Transparency about sharing of application, attendance and result data with partner universities
Legislation and statutory guidance	UK GDPR Articles 13 and 14; Data Protection Act 2018; Data (Use and Access) Act 2025

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA GDPR Privacy Policy (2025)
1.0	October 2026	Data Protection Lead	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		