## World Student Advisors data protection policy

The General Data Protection Regulation EU2016/679 (GDPR) and Data Protection Act 2018 gives us responsibilities in handling personal information.

WSA processes large volumes of personal data concerning its applicants and staff.

Information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

Any action carried out which relates to personal information is known as processing. WSA is the Data Controller for the personal information it processes. We process this information for various reasons to carry out our academic, employer, and other administrative functions and meet our legal obligations to funding bodies and government.

For information on how we use personal data, see our privacy notices.

The Data Protection Policy sets out how personal data managed by WSA and explains responsibilities.

One of the most common ways people exercise their data protection rights is to request a copy of the information an organisation holds about them.

If you would like to make a request to WSA for the data, we hold about you, send an email to <a href="mailto:GDPR@WorldStudentAdvisors.com">GDPR@WorldStudentAdvisors.com</a>

If you have questions about data protection at WSA, contact our Data Protection Manager is Timothy James Hunt <u>Tim.Hunt@WorldStudentAdvisors.com</u>

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