

# Privacy Notice

This is the privacy notice of Univision Education. In this document, "we", "our", or "us" refer to Univision Education.

- Updated Date: October 2025
- Renew Date: October 2026

## 1. Introduction

At Univision Education, we are committed to safeguarding the privacy of our clients, including students, parents, guardians, and other stakeholders. This privacy notice explains how we collect, use, and protect your personal data in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) and other relevant legislation.

## 2. What Personal Data We Collect

We may collect the following types of personal data:

- **Identity Data:** Full name, date of birth, nationality.
- **Contact Data:** Address, phone number, email address.
- **Educational Data:** School/college details, academic records.
- **Health Data:** Medical history, allergies, emergency contacts (with consent).
- **Legal and Guardianship Data:** Passport, visa, guardianship agreements.
- **Financial Data:** Billing details, payment information.
- **Communication Data:** Correspondence records with parents, schools, and service providers.

## 3. How We Use Your Personal Data

We process personal data for the following purposes:

- Providing guardianship services and ensuring the welfare of the child or young person.
- Communicating with parents, schools, and relevant authorities.
- Managing accommodation, transportation, and healthcare needs.
- Complying with legal and regulatory obligations.
- Processing payments and managing financial transactions.
- Improving our services based on feedback and operational needs.
- Seeking the necessary consent and having safeguards in place before using any photographs of students in publicity materials or on our website.

## 4. Legal Basis for Processing

We process personal data based on:

- **Contractual necessity:** To fulfil guardianship agreements.
- **Legal obligations:** Compliance with child protection and immigration laws.
- **Legitimate interests:** Ensuring the safety and well-being of the ward.
- **Consent:** Where required, such as processing medical data.
- **Safeguarding:** Compliance with Keeping Children safe in Education and Working Together to Safeguard Children.

## 5. Who We Share Your Data With

We may share personal data with:

- Schools, colleges, and educational institutions.
- Medical professionals, when necessary for health and safety.
- Legal representatives and regulatory authorities.
- Service providers assisting in guardianship functions (e.g., transport, accommodation providers).
- Law enforcement, if required by law.

We do not sell or rent personal data to third parties.

## 6. How Long We Keep Your Data

We retain personal data only for as long as necessary to fulfil the purposes outlined in this notice, comply with legal obligations, or resolve disputes. Data that is no longer required will be securely deleted or anonymised.

## 7. How We Protect Your Data

We have implemented appropriate security measures to prevent unauthorised access, loss, misuse, or alteration of personal data. These include:

- Secure digital and physical data storage.
- Restricted access controls.
- Regular security assessments and staff training.

## 8. Your Rights

Under data protection laws, you have the following rights:

- **Right to access:** Request a copy of your personal data.
- **Right to correction:** Request correction of inaccurate data.
- **Right to erasure:** Request deletion of personal data where applicable.
- **Right to restrict processing:** Request limited use of your data.
- **Right to data portability:** Request transfer of your data to another provider.
- **Right to object:** Object to data processing under certain circumstances.
- **Right to withdraw consent:** Where processing is based on consent.

To exercise your rights, please contact us at [info@univisionltd.co.uk](mailto:info@univisionltd.co.uk)

## **9. International Data Transfers**

If we transfer personal data outside the UK/EU, we ensure that appropriate safeguards, such as standard contractual clauses, are in place to protect your information.

## **10. Updates to This Privacy Notice**

We may update this notice from time to time. Any significant changes will be communicated appropriately.

## **11. How you can complain**

If you are not happy with our privacy policy or if have any complaint, then you should tell us by email. Our data controller is Karen Chen, and you can contact her on [guardians@univisionltd.co.uk](mailto:guardians@univisionltd.co.uk) If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office, whom we are registered with. This can be done at <https://ico.org.uk/concerns/>

## **12. Contact Us**

If you have any questions about this privacy notice or how we handle personal data, please contact us:

Univision Education

Address: Xeinadin First Floor Secure House, Lulworth Close, Chandler's Ford, SO53 3TL, United Kingdom

Email: [info@univisionltd.co.uk](mailto:info@univisionltd.co.uk)

Phone: +44 (0) 23 8129 0218