

We, EastguidesWest BV, are required to comply with the provisions of the GDPR in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of your studies with us. We may also collect sensitive personal data relating to you but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you. We may also request further information from third parties or shall disclose your details to other selected third parties, such as ILM or its regulators or industry bodies. In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data:

- As required by law to any third parties; and
- To ILM who may use your personal data to:
- Undertake administration in relation to the qualification for which you are registered including providing you with a certificate on successful completion of your qualification or specified units of it;
- Contact you directly in relation to ILM studying membership, centre approval or qualifications and/or quality control purposes undertaken by ILM for the qualifications for which the learner is registered;
- Inform you of products or services offered by ILM;
- Disclose and publish your details in directories which may contain information about EastguidesWest
- Disclose to ILM's regulators where so required;
- Disclose to relevant industry bodies where so required by law
- Carry out statistical analysis on an anonymised basis;
- Disclose your personal details to third parties for the purposes of providing prizes, remuneration and qualification for learners;
- Administer requests for reasonable adjustments under the Access of Assessment policy;
- Carry out statistical analysis (on an anonymised basis) which may be carried out by us or selected third parties; and
- To monitor (on an anonymised basis) equal opportunities relating to ethnicity or disability or other such monitoring purposes.

Data Protection Principles

EastguidesWest will handle and protect information in line with the eight principles of the Data Protection Act as set out below:

- Personal data shall be processed fairly and lawfully
- Personal data shall only be obtained for specified and lawful purposes
- Personal data shall be adequate, relevant and not excessive
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall not be kept for longer than necessary
- Personal data shall be processed in accordance with the rights of the data subject under the Act
- Personal data shall not be transferred to a country or territory outside of the Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction, or damage to, personal data.