



Address: 2 Lord Street, Oldham OL1 3EY

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Policy Name	Data Protection Policy
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Recent Review Date	December 2024	Next Review Date	December 2025
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1. Introduction

NxtGen Education Ltd recognises the importance of safeguarding personal data and is committed to protecting the privacy of all individuals whose information it holds, including students, staff, applicants, and third parties. In line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, this policy outlines our responsibilities and the standards we uphold in managing personal data.

The policy ensures that personal data is handled lawfully, transparently, and securely, maintaining the confidence of data subjects and ensuring full compliance with UK data protection laws.

2. Purpose of the Policy

The purpose of this policy is to ensure that all personal data held by NxtGen Education Ltd is:

- Processed lawfully, fairly, and transparently.
- Collected for legitimate, specified purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Retained only as long as necessary.
- Handled securely to protect against unauthorised access, loss, or damage.

3. Scope

This policy applies to:

- All personal data processed by NxtGen Education Ltd, in both electronic and physical formats.
- All staff, students, contractors, service providers, and third-party organisations acting on behalf of NxtGen Education Ltd.
- All processes involving the collection, use, sharing, storage, or disposal of personal information.

4. Legal Basis for Processing

NxtGen Education Ltd processes personal data on the basis of one or more of the following legal grounds:

- Consent provided by the data subject.
- Performance of a contract (e.g., student enrolment agreements).
- Legal obligations (e.g., reporting to regulatory bodies).
- Legitimate interests pursued by the institution.
- Protection of vital interests.
- Tasks carried out in the public interest.

5. Types of Personal Data Collected

Depending on the relationship with NxtGen Education Ltd, we may collect the following data:

- **Personal identification details** (name, date of birth, nationality, contact details).
- **Academic records** (qualifications, transcripts, assessments).
- **Visa and immigration data** (passport number, visa status, BRP).

- **Financial data** (tuition payment details, bank information, sponsorship).
- **Sensitive data** (medical conditions, disability status, learning support needs).
- **Criminal conviction data** (if legally required).

6. Rights of the Data Subject

Under GDPR, individuals have the following rights:

- Right to be informed about data collection and use.
- Right of access to their personal data.
- Right to rectification of inaccurate or incomplete data.
- Right to erasure (the "right to be forgotten") under specific conditions.
- Right to restrict processing.
- Right to data portability.
- Right to object to data processing.
- Rights regarding automated decision-making and profiling.

7. Data Sharing and Transfers

We only share personal data when necessary and where a lawful basis exists. This may include:

- **Government and regulatory bodies** – e.g. UKVI, Ofqual, local authorities.
- **Academic and professional institutions** – for validation, progression, or certification.
- **Service providers** – IT, learning platforms, or payment processors under strict contractual agreements.
- **Sponsors or employers** – where fees are paid on behalf of the student and consent is given.

No personal data is transferred outside the UK or European Economic Area unless sufficient safeguards are in place.

8. Data Security Measures

NxtGen Education Ltd implements appropriate technical and organisational measures to protect personal data, including:

- Secure physical and electronic storage.
- Access control and authentication procedures.
- Staff training on data protection responsibilities.
- Regular review of data handling practices.

9. Data Retention

Data is retained only for as long as necessary for its intended purpose and in compliance with legal, regulatory, and academic requirements. Once data is no longer required, it is securely deleted or anonymised.

Typical retention periods:

- Student records: 6 years after completion or withdrawal.
- Financial records: 6 years in line with HMRC guidance.
- Visa and immigration data: retained in accordance with Home Office requirements.

10. Breach Notification

In the event of a suspected or confirmed data breach, NxtGen Education Ltd will:

- Investigate the breach immediately.
- Contain the risk and recover any lost data.
- Notify the Information Commissioner's Office (ICO) within 72 hours if the breach poses a risk to individual rights.
- Inform affected individuals where appropriate.

11. Policy Review

This policy will be reviewed **annually** or in response to:

- Changes in data protection laws.
- Internal operational changes.
- Recommendations from audits or regulatory authorities.

12. Training and Compliance

All staff and contractors handling personal data are required to:

- Complete data protection training as part of their induction.
- Understand their responsibilities under this policy.
- Report any concerns or potential breaches immediately.

Regular audits and reviews are conducted to ensure ongoing compliance.

13. Contact Information

If you have any questions, requests, or complaints regarding how your data is handled, please contact:

Admissions Office

NxtGen Education Ltd

 admission@nxtgenedu.co.uk