

Privacy Statement – Information Planet

This privacy statement sets out how Information Planet uses and protects any information that you give when using our services.

Information Planet is committed to ensuring that your privacy is protected! Of course we do need to collect information and share this with partners and universities to ensure smooth enrolments. Here we set out that should we ask you to provide certain information by which you can be identified when using our services, that you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this statement. You should check our website page from time to time to ensure that you are happy with any changes. This policy is effective from 1st of May 2018.

We may collect the following information:

- a) Base data of a prospective students such as name, date of birth, address, marital status, nationality, English language assessment results, academic qualifications and record and detail of any disability that would require additional support to be provided;
- b) Copies of passports and birth certificates, medical check reports and immunization record, criminal history record and evidence of finances (such as a copy of a bank statement or letter) to the extent required to meet enrolment or visa criteria; and
- c) Experience related data such as academic grades, experiences, employment history and other respective data provided by the prospective student.

Special categories of data:

- (a) Copies of passport or birth certificate that may include biometric data
- (b) Medical check reports to the extent required to satisfy enrolment or visa requirements
- (c) Detail of any disability that would require additional support to be provided
- (d) Racial and ethnic origin
- (e) Religion
- (f) Sexual orientation
- (g) Immigration and criminal records.

What we do with the information we gather?

- (a) Conclusion of a student contract by Information Planet or its partners with a student;
- (b) Enrolment (including for the purpose of confirming a student has satisfied enrolment conditions), teaching, academic assessment, supervision, counselling and supporting of a student recruited by Parties and other services agreed with the student or required by applicable law;
- (c) Marketing campaigns, presentations and information sessions designed to promote Information Planet, its services and its partners to prospective and current students and their families;
- (d) The administration of invoicing, billing and payments under this and partner agreements and of student fees by the student to its partners;
- (e) Planning, monitoring, evaluating or improving Information Planet or its partners services, including conducting market research and surveys, assessing customer 'satisfaction and the maintenance and improvement of IT systems;
- (f) Communicating with the relevant student and their preferred partners; and
- (g) Complying with reporting and audit requirements of regulatory and accreditation authorities that have oversight of Information Planet or its partner universities.

Data retention and deletion

Information Planet shall ensure, and in case of an onward transfer shall cause all relevant third parties to ensure, that any obtained and shared student data are promptly deleted in the following circumstances:

- (a) on request of the client/student
- (b) once processing of the (shared) data is no longer necessary to carry out the Permitted Purposes. Reading that after the processing of a student the data is kept for a maximum of 5 years after enrolment. This data is collectively cleaned in the first quarter of the new year.

If and to the extent a deletion of (shared) data is not reasonably practicable, Information Planet shall ensure that the (shared) data are anonymized or permanently blocked and protected against unauthorized access, disclosure or use.

The preceding obligation does not apply if and to the extent

- a) otherwise required in accordance with any statutory or professional retention periods; or
- b) the Data Receiver is legally permitted under applicable data protection law to continue Processing the shared Student Data.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other services & websites

Our website and services may link to other institutions or websites of interest. However, you should note that we do not have any control over that other institution or website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information:

You may want to restrict the collection or use of your personal information by writing to or emailing us at service@informationplanet.nl.