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GBS Privacy Policy

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Oversight Committee	Board of Directors
Policy lead (Staff member accountable)	Head of IT
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Related policies

- GBS Records Management and Retention Policy
- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS CCTV Policy and Procedures
- GBS ICT Policy

External Reference

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>



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Global Banking School Privacy Policy

1. Introduction

1.1. Global Banking School (GBS) needs to collect, store and process personal data about its staff, students, and other individuals it has dealings with, to carry out our functions and activities. GBS is a controller for most of the personal data it processes and is committed to full compliance with the applicable data protection legislation including

- GBS staff, board members, contractors, volunteers, and people who apply to work with us.

2.3 You do not have to create an account or provide us with any personal information when you access the GBS website. We may ask you for some personal details if you access some of our services for example:

- To order a prospectus
- To register for an event such as an open day
- To make an enquiry

2.4 If you use one of our website forms or if you contact us by email, we may collect and process personal information about you. This may include:

- Your contact details including your address and phone number
- Your name, title, date of birth and gender
- Your email addresses
- Education or professional details
- Attendance at GBS events

2.5 We may automatically collect certain data from you as you use our website by using cookies and similar technologies.

2.6 We may receive data from third parties such as analytics providers such as Google, advertising networks, providers of technical, payment and delivery services, such as data brokers or aggregators.

2.7 If you do not provide us with data when requested to perform our contractual obligations, under the terms of the contract between us and you, we may not be able to fulfil our contract. In these circumstances we may have to cancel your service, but if we do, we will notify you at the time.

2.8 We will only use your personal data for a purpose it was collected for or a reasonably compatible purpose if necessary. For more information on this please email us at dpa@globalbanking.ac.uk. In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing.

3. How we use your personal data



3.1 GBS takes privacy seriously and will never disclose, share, or sell your data without your knowledge. We may process your personal data without your knowledge or consent where this is required or permitted by law.

3.2 We only retain your data for as long as it necessary. We will only use your data for the purposes for which we have collected for, unless we reasonably consider that we

7.3 We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made many requests. In this case, we will notify you.

7.4 If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you informally.

8. Student Responsibilities

8.1 Throughout the course of your studies, you have a responsibility to keep your personal details up to date. You can update your details by sending the email to your Student Success Tutors or the admissions teams.

8.2 During your time as a student, you may have access to other individuals' personal data, and you are legally obliged to handle this in a confidential, professional, and responsible manner in line with data protection legislation and any other codes of conduct.

8.3 If you are made aware of an individual's personal information, then you are expected to keep this confidential and to not tell anyone without the individual's prior consent (unless there is an exceptional circumstance). You should also not seek to actively obtain another individual's personal information to which you are not entitled. In the instance where data protection legislation or a duty of confidence has been breached, disciplinary action will be considered.

9. Use of Technology Platform

9.1 The website uses Google Analytics technology which may collect non-personally identifiable information relating to your use of the site. This may include:

- Which pages you see
- How long you stay
- What you click on our pages
- If you visit the website again
- Which country and city you are browsing from

9.2 This data is collected for monitoring and understanding the effectiveness of our websites. We also collect data relating to the demographics and interests of our users via Google Analytics and cookies set by Google advertising networks. This data is used in aggregated form to help improve the site and GBS marketing efforts. For further information on Google safeguards for personal data see: <https://policies.google.com/privacy>.

10. Cookies

10.1 You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. For more information about how to reject cookies using your internet browser settings please consult the “Help” section of your internet browser (or alternatively visit <http://www.aboutcookies.org>). If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

11. Third-party Links

11.1 This website may include links to third-party websites, plug-ins, and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

12. Consent

12.1 By using our site, you consent to GBS website privacy policy.

13. Data Protection and Confidentiality

13.1 GBS is registered with the Information Commissioner’s Office as a Data Controller. Details of the School’s registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection

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complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the ICO. In the first instance, complaints should be directed to GBS Data Protection Officer at dpa@globalbanking.ac.uk.

14.2 If you remain concerned that your information has not been handled as described, you may raise your complaint with the ICO.

14.3 By submitting a complaint, students are agreeing that GBS can process, use, and