

Imperial College of Business Studies (ICBS)

Privacy Notice

Imperial College of Business Studies is committed to looking after any information that you make available to us when you apply to study at the institution and during your time at the. We aim to be clear about what we will do with your data. This privacy notice explains when and why we collect personal information about you and how we will use this information including the ways we might share this with others. It also explains how we keep your information secure as well as the rights you have in relation to the information we hold about you.

The privacy notice will be regularly reviewed to make sure it contains the most up-to-date information. You should check our website to review a copy of our most recent privacy notice. If we make any significant changes to our privacy notice we will contact you to let you know.

We have a separate privacy notice which provides information on how we might use information about our alumni and this can be found [here](#). Your details will automatically be passed to our Advancement Department when you finish your studies so if you do not wish to hear from them then you should let us know by contacting info@icbsgroup.com

If you have any questions about any of the information contained in this privacy notice then you can contact us on icbsprivacyinfo@gmail.com

Who are we?

Imperial College of Business Studies (referred to in this Privacy Notice as the “Institution”, “we”, “our” or “us”) is the Data Controller under the data protection legislation. This privacy Notice sets out how we process personal data about our past, current or prospective students (referred to in this Privacy Notice as “you” or “your”).

What type of information do we collect about you?

We will collect a variety of information about you. For example:-

- Your name, address, date of birth,
- Your contact details and any documentation you provided for your visa application;
- Information relating to your academic
- Information relating to your family or personal circumstances, so we can assess you

What are the sources of the information we hold about you?

We may collect information about you in a number of ways. For example:-

- From details you provide to us before you join the institution, for example, when you tell us you may be interested in studying at ICBS;
- When you apply to study here and complete an application form via Website or one of our other application processes or procedures; or
- When you make contact with us during your studies to make an enquiry, raise a concern or attend one of the student support services we provide.

How will we use your information?

We will use the information we hold about you for the following purposes:-

- Making decisions about recruitment and admission to the University Undergraduate programs and other professional programs;
- Academic matters such as Providing our core teaching, learning services, for example, registration, assessment, managing your progress on your programme of study, graduation, academic misconduct investigations;
- Maintaining your student record;
 - Providing library services;

Services that help us in safeguarding and promoting the welfare of our students, for example, student counselling services and our careers and employability services;

- Financial matters.
- Administering fees, scholarships

Other administrative purposes, such as:-

- Dealing with any complaints or enquiries you make
- Dealing with disciplinary and student misconduct matters

Status whilst studying with us

- Carrying out research and statistical analysis
- Acting on feedback you have provided to us, such as in module evaluation

Questionnaires;

- Providing practical support to you during your studies, such as safety advice, providing you with IT support or access to our sporting facilities, and
- Compiling records and statistics for research and audit purposes and

How long will we keep your information for?

We will only keep the information we hold about you for as long as we need it.

If you have made an application to us and it has been unsuccessful we will keep a record of your previous applications for eighteen months so that we can use this information to verify your progression since the last time you made an application to us.

If you have applied for a program and you are not eligible at the point of the intake, we will remove your information immediately. In such cases that you are not eligible, because of your age or not meeting the minimum requirements needed, we will keep the records for maximum 12 months.

What choices do you have in relation to your information?

You have certain rights in relation to the information we hold about you:

- To obtain access to, and copies of personal data we hold about you;
- To require us to stop processing your personal data if the processing is causing you damage or distress;
- To require us to stop sending you marketing communications;
- To require us to correct any personal data we hold about you that is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities;
- To withdraw your consent to our data processing activities (without affecting the lawfulness of our processing before you withdrew your consent);
- To receive the personal data that we hold about you, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another controller;
- processing activities where you feel this has a disproportionate impact on your rights.