



Data Protection Policy

Any personal data that you may be asked to provide on LLA web sites will be held and processed in accordance with the requirements of the UK 1998 Data Protection Act. Whenever you are asked to submit personal data, such as an e-mail, postal address or a telephone number, you should understand that this information will be held on password protected servers, or in a supervised environment; hard copies of such data will be shredded as soon as possible in accordance with the necessary protocols of LLA administrative and academic functions. No data will be disclosed to any third party other than agents of LLA. If you subsequently choose to submit any personal data, you are thereby giving your consent for that data to be held and processed for the stated purpose of being enrolled, classed and supervised as a student of LLA.

LLA needs to process information about its staff and students for administrative, academic and health and safety reasons in order to operate efficiently. When students register with LLA, they give LLA permission to process data about them. Clients will have the opportunity to see some basic personal data held about them and to correct inaccuracies. Clients who register and do not give consent to this processing will not be accepted as students. When you register, we ask you to give details for an Emergency Contact. This data will be used or disclosed only in case of emergency. Please note that you must ensure that the contact is notified of the disclosure of their details to LLA.

If the whole or part of your programme is undertaken at an institution other than LLA, relevant personal data may be supplied to the institution providing all or part of the programme to enable it to carry out its normal administration. This is especially relevant for clients undertaking internships in third party companies.

If your fees are paid by a third party, such as a parent, spouse, or employer, LLA is unable to disclose any personal data to such third parties without your express permission.