

# Data Protection Policy

Regent Education Services Ltd

**Last Updated:** 10 February 2026

## 1. Policy Statement

Regent Education Services Ltd is committed to protecting the privacy and personal data of students, staff, partners, and website users. We ensure that personal information is collected, processed, stored, and shared responsibly and securely.

This policy outlines how Regent Education Services Ltd manages personal data in accordance with applicable UK data protection laws.

Our organisation complies with the UK General Data Protection Regulation and the Data Protection Act 2018.

The organisation is regulated by the Information Commissioner's Office, which oversees data protection compliance in the United Kingdom.

## 2. Purpose of the Policy

The purpose of this policy is to:

- Ensure compliance with UK data protection legislation
- Protect the rights and privacy of individuals whose data we process
- Establish clear responsibilities for handling personal data
- Provide guidance on secure data management practices
- Prevent data breaches and misuse of personal information

## 3. Scope of the Policy

This policy applies to all individuals who handle personal data on behalf of Regent Education Services Ltd, including:

- Directors and management
- Employees
- Contractors or consultants
- Representatives and agents

It covers all personal data processed by the organisation in relation to:

- Prospective students
- Partner institutions
- Business contacts
- Staff members

#### **4. Definition of Personal Data**

Personal data refers to any information that can identify an individual directly or indirectly.

Examples include:

- Full name
- Contact details (email, phone number, address)
- Date of birth
- Nationality
- Academic qualifications
- Application details
- Identification documents

Sensitive personal data must be handled with additional care and protection.

#### **5. Data Protection Principles**

Regent Education Services Ltd follows the key principles of data protection under the UK GDPR. Personal data must be:

##### **Lawfully, Fairly, and Transparently Processed**

Individuals must understand how their data is used.

##### **Collected for Specific Purposes**

Data will only be collected for legitimate business purposes, such as providing educational guidance or referring students to institutions.

##### **Adequate and Relevant**

Only necessary information will be collected.

##### **Accurate and Up to Date**

Reasonable steps will be taken to ensure personal data remains accurate.

### **Stored Securely**

Data must be protected against unauthorised access or loss.

### **Retained Only When Necessary**

Data will not be kept longer than required for operational or legal purposes.

## **6. Lawful Basis for Processing Data**

Regent Education Services Ltd processes personal data based on one or more of the following lawful bases:

### **Consent**

When individuals provide permission for their information to be used for educational advisory services.

### **Legitimate Interest**

To provide student referral services and support communication with partner institutions.

### **Legal Obligation**

Where required to comply with UK laws or regulatory requirements.

## **7. Data Collection**

Personal data may be collected through:

- Website enquiry forms
- Email communication
- Telephone enquiries
- Student consultation sessions
- Partner institution referrals

Individuals will be informed about how their information will be used.

## **8. Data Storage and Security**

Regent Education Services Ltd takes appropriate technical and organisational measures to ensure personal data is secure.

These measures may include:

- Secure digital storage systems

- Password-protected files
- Restricted access to authorised personnel only
- Secure communication channels

All staff must ensure personal data is handled responsibly and confidentially.

## **9. Data Sharing**

Personal data may be shared only when necessary and in accordance with data protection laws.

Data may be shared with:

- Partner universities and colleges
- Education institutions evaluating student applications
- Service providers assisting company operations

Personal data will never be sold to third parties.

All partners receiving data are expected to follow appropriate data protection standards.

## **10. Data Retention**

Regent Education Services Ltd retains personal data only for as long as necessary to fulfil the purpose for which it was collected.

Retention periods may depend on:

- Student referral processes
- Legal and regulatory requirements
- Business operational needs

Once personal data is no longer required, it will be securely deleted or anonymised.

## **11. Individual Rights**

Under UK data protection laws, individuals have the following rights:

- The right to access their personal data
- The right to request correction of inaccurate data
- The right to request deletion of personal data
- The right to restrict data processing

- The right to object to processing
- The right to data portability
- The right to withdraw consent where applicable

Requests regarding these rights will be handled within the timeframes required by law.

## **12. Data Breach Management**

A data breach refers to any incident where personal data is lost, accessed without authorisation, or disclosed improperly.

If a data breach occurs, Regent Education Services Ltd will:

1. Investigate the incident immediately
2. Take action to minimise risks
3. Notify affected individuals where appropriate
4. Report the breach to the Information Commissioner's Office if required by law

All employees must report suspected breaches to management immediately.

## **13. Staff Responsibilities**

All staff and representatives of Regent Education Services Ltd must:

- Follow this Data Protection Policy
- Handle personal data responsibly
- Maintain confidentiality
- Report any security concerns or breaches

Failure to comply with this policy may result in disciplinary action.

## **14. Policy Review**

This Data Protection Policy will be reviewed periodically to ensure continued compliance with applicable legislation and industry standards.

Updates will be made when required due to changes in law or organisational practices.

## **15. Contact Information**

For questions about this policy or to make a data protection request, please contact:

**Regent Education Services Ltd**

Website: [regenteducation.co.uk](http://regenteducation.co.uk)

Email: [compliance@regenteducation.co.uk](mailto:compliance@regenteducation.co.uk)