



Project Nomad

Privacy Policy

Introduction

What is this notice? We are required by data protection law to look after and protect information that we hold about you. This privacy notice sets out the basis on which any personal data we collect from you, or that you give to us, is used by Project Nomad Limited ("Project Nomad").

What is personal information? Personal information is any information which is about you and is capable of identifying you. Examples of this would be your name, any medical information we need to know about and which of our camps you joined.

Please make sure you read this privacy notice carefully and if you have any questions about it, please speak to your activity camp leader.

Our contact details

Name: Project Nomad

E-mail: contact@tutorvillage.co.uk

The type of personal information we collect about you and your child

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, date of birth, contact details, address and parent contact information)
- Characteristics (such as ethnicity, language, and country of birth);

- Medical and administration (such as child health, dental health, allergies, medication and dietary requirements and medical treatment records) held and accessed by any teaching and pastoral or resident staff that need to be aware;
- Information required for pupils attending organised trips.

Why we collect and use this information

We collect and use your information so that we can provide you with your education and to enable us to care for you, including:

- As part of the admissions process to admit you to Project Nomad, including to administer the registration, communicating with the parents of students about Project Nomad and generally managing relationships between the Project Nomad and its students;
- to provide appropriate pastoral care for the student, to safeguard their welfare and to keep them safe;
- to make use of photo and video images in Project Nomad publications, on the Project Nomad website and (where appropriate) on Project Nomad social media channels;
- to comply with the statutory duties placed upon us.

The lawful basis on which we use this information

The use of your information for these purposes is lawful for the following reasons:

- We have a legitimate interest in holding and using your information because it is necessary in order to provide you with education and pastoral care and connected purposes.
- Project Nomad is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. If you give your consent, you may change your mind at any time.

Collecting your information

For the majority of your information we ask for this directly from parents and students. We ask for this information when you register for Project Nomad and for to let us know of any changes while the student is with us.

Storing your data

Your information is stored securely.

We will not keep any personal information about you for any longer than is necessary for the purposes for which the personal data are used.

We follow a personal data retention policy which determines how long we keep specific types of personal information for. For further information, please email contact@tutorvillage.co.uk.

Who we may need to share your information with

For the most part, your personal information collected by Project Nomad will remain with us, and will be accessed on a 'need to know' basis.

We may need to share your information with:

- UK Visas and Immigration;
- other bodies and third parties for the purpose of your education during excursions.
- We may also need to share information with law enforcement agencies who are discharging their statutory law enforcement functions.

Information disclosed to some people/services may include sensitive personal information about the student. Usually this means information about their health and disabilities which they have. We do this because these people need the information so that they can support the students.

Our disclosure of any sensitive personal data is lawful for the following reasons:

- Project Nomad is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information you will need to request this in writing to:

Director of Project Nomad,

Haniful Islam

Email: contact@tutorvillage.co.uk

Your rights

You have the right to:

- ask us for a copy of the information we have about you;
- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- object to what we are doing with your information;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or the address below:

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Contact

If you would like to discuss anything in this Privacy Notice, please contact: Director of Project Nomad, Haniful Islam contact@tutorvillage.co.uk