

GDPR Policy for Easy School of Languages

Introduction

Easy School of languages (hereinafter referred to as “the School”) is committed to protecting and respecting your privacy. This policy outlines our practices regarding the collection, use, and safeguarding of your personal data in compliance with the General Data Protection Regulation (GDPR) (EU) 2016/679.

Data Controller

The data controller responsible for your personal data is:

Easy School of Languages 21 St Ursula Street Valletta VLT1230

info@easysl.com

+356 21225505

Data We Collect

We may collect and process the following data about you:

- **Personal Identification Information:** Name, date of birth, gender, nationality, passport or ID number.
- **Contact Information:** Address, email address, phone number.
- **Educational Information:** Academic records, language proficiency levels, course enrollment details.
- **Financial Information:** Payment details, billing information.
- **Health Information:** Medical conditions or disabilities that may require special accommodations.
- **Usage Data:** Information about how you use our website, services, and communication preferences.

How We Collect Data

We collect data through:

- Online forms on our website
- Email and other correspondence
- Enrollment processes
- Surveys and feedback forms
- In-person interactions

Purpose of Data Collection

We use your personal data for the following purposes:

- To provide and manage language courses and related services.
- To process enrolment and manage your student record.
- To communicate with you regarding course information, updates, and promotional offers.
- To comply with legal and regulatory obligations.



- To ensure the health and safety of our students and staff.
- To improve our services through feedback and surveys.

Legal Basis for Processing

We process your personal data based on the following legal grounds:

- **Contractual Necessity:** To fulfil our contractual obligations to you.
- **Legal Obligation:** To comply with legal requirements.
- **Legitimate Interests:** To operate and improve our services.
- **Consent:** Where you have provided explicit consent for specific purposes.

Data Sharing and Disclosure

We do not sell or rent your personal data. We may share your data with:

- Educational partners and accreditation bodies for course certification.
- Service providers who assist us with IT, payment processing, and other operational services.
- Authorities and regulators when required by law.
- Health and safety officers for managing medical or disability-related accommodations.

International Data Transfers

As part of our operations, your personal data may be transferred to and processed in countries outside the European Economic Area (EEA). In such cases, we ensure that appropriate safeguards are in place to protect your data in accordance with GDPR requirements.

Data Retention

We retain your personal data only for as long as necessary to fulfil the purposes for which it was collected and to comply with legal and regulatory requirements. The retention period may vary depending on the type of data and the applicable legal requirements.

Your Rights

You have the following rights regarding your personal data:

- **Access:** To request access to your personal data.
- **Rectification:** To request correction of inaccurate or incomplete data.
- **Erasure:** To request deletion of your personal data, subject to legal limitations.
- **Restriction:** To request restriction of processing under certain conditions.
- **Data Portability:** To receive your personal data in a structured, commonly used format.
- **Objection:** To object to processing based on legitimate interests or direct marketing.
- **Withdraw Consent:** To withdraw consent where processing is based on consent.

To exercise your rights, please contact us at info@easysl.com.

Security Measures

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction. These measures include secure storage, encryption, access controls, and regular security assessments.





Changes to This Policy

We may update this policy from time to time. Any changes will be posted on our website, and where appropriate, notified to you by email. Please check back regularly to stay informed of updates.

Contact Us

If you have any questions or concerns about this GDPR policy or our data protection practices, please contact us at: Easy School of Languages 21 St Ursula Street Valletta VLT1230

Email: info@easysl.com

Tel: +356 21225505

Effective Date: 01/01/2024

This policy ensures that the School adheres to the GDPR requirements, providing transparency and protection for personal data collected and processed within the scope of its operations.

