

# IPE Management School Paris

11 rue Erard, 75012 Paris, France

## GENERAL DATA PROTECTION REGULATION (GDPR)

### STUDENT PRIVACY STATEMENT

The EU General Data Protection Regulation (GDPR) comes into effect on the 25<sup>th</sup> May 2018. It has been enacted to harmonise data privacy laws in Europe. It applies to organisations that processes the personal data of all data subjects irrespective of the location of the individual.

We are therefore required by law to provide you with a Student Privacy Statement concerning our obligations within GDPR. This statement explains how we handle and use your personal information and data during the time of your study with us and also after you graduate.

We are committed by the regulations to protect your information and to also be transparent about the information we hold.

#### Information collected

We collect personal data from the following sources:

1. Submission of application form for our evaluation and consideration to enrol on the programme
2. References from third parties e.g. referees, employers and past employers to verify your statements contained in the application form
3. Submission of forms for graduation
4. Marked and graded Assignments and course work
5. Plagiarism Reports
6. Student Feedback forms
7. Payments of fees made

#### Purpose of the data

1. Data is collected as part of our process of providing services to you as a student and to entering into a contract of study with you.
2. Evaluation of academic achievement and other documentation necessary for evaluation for credit transfer or accreditation of prior learning (APL)
3. Enrolment on our e-learning system
4. To offer access to learning resources
5. Email concerning course changes and new courses
6. Providing student cards
7. Processing of study fees

8. Production of Degrees and Certificates
9. Production of transcripts
10. Statistical analysis of student performance for course reports for improvements

### **Retention of Information**

All information will be retained for 7 years except the following where there are no retention limits

1. Copies of Degrees awarded
2. Transcripts and marks

For the purposes of verification for academic, employment and career purposes

### **Security of Information**

GDPR requires that we keep your information secure. Confidentiality will be respected including measures to prevent unauthorised access and disclosure.

Where your personal data is stored electronically, access will be password protected and only available to authorised personnel.

Electronic data are stored in computers in the administrative office and on servers that are provided by Internet Service providers. These outside organisations have security systems that are in compliance with Industry standards for data security.

Administration and personal data are also processed by our outsource administrators as part of our academic services.

### **Your rights**

You have the right to access your personal information to edit, amend, erase or rectify errors in your personal information that we hold.

You also have the right to withdraw your consent that you have given us to process your data.

### **Your information**

Where necessary your personal information will be shared to the following third parties. Your information will not be shared without your express consent.

The parties are:

1. Professional verification organisations that wish to confirm authenticity of submitted qualifications and transcripts
2. Potential employers

### 3. Work placement agencies

Before these details are provided, we will seek your specific permission and consent before disclosing your personal data to 3<sup>rd</sup> parties