

Privacy Notice for Host Families



Introduction

Atlas Language School is committed to protecting the privacy and personal data of host families and host family applicants. This Privacy Notice explains how we collect, use, store, share, and protect personal data relating to host families in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Acts 1988 - 2018.

We recognise the importance of handling personal data lawfully, fairly, and transparently and of maintaining trust between Atlas Language School and our host families.

This privacy notice only refers to information collected by Atlas Language School and applies to the processing of personal data in manual and electronic records kept by Atlas Language School.

This notice describes:

- What personally identifiable information is collected from you through our forms, contracts and communications.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.
- Information collection, use, and sharing.

Atlas Language School acts as the data controller for the personal data it collects and processes in accordance with data protection law. We collect personal data directly from you and, where necessary, from other sources in connection with your host family application and hosting arrangements. We will not sell or rent this information to anyone. We will use your information to respond to you, to process your queries, and for the purpose for which you supply it.

Your access to and control over Information

You may object to certain types of processing of your personal data where applicable. Please note that Atlas Language School must continue to process and communicate certain information where this is necessary for contractual, safeguarding, or legal purposes.

You can do the following at any time by contacting us via info@atlaslanguageschool.com:

- See what data we have about you.
- Change/correct any data we have about you.
- Ask us to delete personal data where it is no longer required and where you have a legal right to erasure (noting that certain data must be retained for contractual, safeguarding, or legal reasons).
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website or other channels, your information is protected both online and offline.

Only authorised staff who need the information to perform a specific role are granted access to personal data. The systems and files in which personal data is stored are kept in a secure environment.

If you feel that we are not abiding by this privacy notice, you should contact us immediately via info@atlaslanguageschool.com.

What information do we collect and why do we use it?

- We collect and process personal data where this is necessary to assess and manage host family applications and accommodation arrangements.
- You may be asked for your name, nationality, date of birth, address, contact details, bank account details, previous hosting experience, availability, details of those currently living in the household, interests and hobbies, occupation of householders, information on pets, available rooms, smokers in the household, safety certificates, and accommodation preferences.
- During accommodation visits, notes may be taken by our accommodation team.
- All personal data is used:
 - to consider and manage your application to become a host family,
 - to keep your records up to date,
 - to process payments,
 - to assess student suitability for placement,
 - to contact you regarding accommodation services or emergency situations,
 - to respond to your requests,
 - to improve our level of service,
 - to share relevant accommodation details with confirmed students and, where applicable, their parents or agents.

With your agreement, your address may also be shared with students for limited purposes such as receiving post, opening a bank account, or receiving official documentation where required.

Atlas Language School processes your personal data where this is necessary for the performance of a host family agreement, to comply with legal obligations, or for legitimate interests related to safeguarding and accommodation management.

If you have any questions, please contact us:

Atlas Language School
Portobello House,
Portobello,
Dublin D02 YH79,
Ireland

+353 1 478 2845
info@atlaslanguageschool.com

Data Protection Statement

Your personal data – what is it?

Personal data is information which can be used to identify you. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

Who are we?

Atlas Language School is the data controller. This means Atlas Language School decides how and why your personal data is used and kept.

How do we process your personal data?

Atlas Language School complies with GDPR by keeping personal data accurate and up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical and organisational measures are in place.

We use and share your personal data for the following purposes:

- To provide our accommodation team with relevant information to successfully book students with your accommodation.
- To process financial transactions.
- To maintain our host family records..
- To maintain our health and safety records.
- To meet our accreditation requirements.
- To assist non-EEA students in applying for student visas in Ireland where applicable.
- To assist students in opening Irish bank accounts where applicable.
- To assist students in receiving a PPS number where applicable.
- To order medical insurances for students where requested and required.
- To organise airport transfers for students.

- To respond to your comments, questions, and support queries, and provide general customer service.
- To provide our service to students by sending welcome information with your accommodation details to confirmed students to inform them about their accommodation arrangements and to give them a chance to contact you beforehand
- To supply information to any government agency when legally required.

What is the legal basis for processing your personal data?

We process personal data under Article 6 GDPR where processing is necessary for the performance of a contract, compliance with a legal obligation, protection of vital interests, or legitimate interests pursued by Atlas Language School.

Special category data is processed only where permitted under Article 9 GDPR, primarily for safeguarding, accommodation suitability, health and safety, or the establishment, exercise, or defence of legal claims.

Sharing your personal data

Your personal data will be treated in the strictest confidence and will only be shared where necessary with relevant Atlas Language School staff, confirmed students and, where applicable, their parents or agents, trusted service providers acting on our instructions, or public authorities where required by law. We do not sell personal data to third parties.

How long do we keep your personal data?

We retain personal data only for as long as it is necessary to fulfil our operational, contractual, legal, and regulatory obligations. Retention periods may vary depending on the type of data and the purpose for which it is processed. Personal data is securely deleted or anonymised when it is no longer required.

Your rights and your personal data

Unless subject to an exemption under GDPR, you have the right to request access to your personal data, request correction of inaccurate data, request erasure or restriction in certain circumstances, object to processing based on legitimate interests, withdraw consent where applicable, and lodge a complaint with the Data Protection Commission.

Transfer of data abroad

Where necessary, personal data may be transferred outside the European Economic Area. Any such transfers will take place only where appropriate safeguards are in place in accordance with GDPR.

Further processing

If we wish to use your personal data for a new purpose not covered by this Privacy Notice, we will provide you with a new notice explaining that use where required.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Operations Manager at:

Atlas Language School
Portobello House,
Portobello,
Dublin D02 YH79,
Ireland

info@atlaslanguageschool.com

or

Office of the Data Protection Commissioner
Dublin Office
6 Pembroke Row
Dublin 2
D02 X963
Ireland

(01) 765 01 00
1800 437 737

info@dataprotection.ie