

Policy on Your Rights in Relation to Your Personal Data



This policy explains the rights that individuals (“data subjects”) have under the General Data Protection Regulation (GDPR) in relation to personal data processed by Atlas Language School.

Scope

This policy applies to:

- Prospective, current and former students
- Employees, contractors and job applicants
- Host families and host family applicants
- Emergency contacts, referees and other individuals whose personal data we process

1) Right to Be Informed

You have the right to be informed about how and why your personal data is used. This information is provided through our Privacy Notices, which explain:

- What personal data we collect
- Why and how we process it (lawful basis)
- Who it is shared with, including any international transfers
- How long it is retained
- Your rights under GDPR
- How to withdraw consent (where applicable)
- How to make a complaint to the Data Protection Commission
- How to contact us

2) Right of Access

You have the right to request access to the personal data we hold about you.

3) Right to Rectification

You have the right to request correction of inaccurate or incomplete personal data.

4) Right to Withdraw Consent

Where processing is based on consent, you have the right to withdraw that consent at any time.

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5) Right to Erasure

In certain circumstances, you have the right to request deletion of your personal data.

6) Right to Restriction of Processing

You may request that we restrict the processing of your personal data in certain situations.

7) Right to Data Portability

You may request a copy of certain personal data in a structured, commonly used format.

8) Right to Object

You may object to processing carried out on the basis of legitimate interests or public interest.

9) Automated Decision-Making

You have the right not to be subject to decisions based solely on automated processing where this has a significant effect.

10) How to Exercise Your Rights

Requests should be made in writing. Proof of identity may be required.

11) Response Timeframes

We will respond within one month. This may be extended by up to two months where necessary.

12) Complaints

You have the right to lodge a complaint with the Data Protection Commission.