



Leo Baeck College

Students – Applications Privacy policy February 2021

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Leo Baeck College is Sponsored by: Liberal Judaism, Movement for Reform Judaism • Affiliate Member: World Union of Progressive Judaism

A. What personal data is collected?

We collect the following personal data during our application process:

- address
- phone number
- e-mail address
- religion
- nationality

We also require the following;

- Two current passport photographs.
- Original copies of qualifications and grade transcripts. Please send a certified translation if the documents are not in English.
- Proof of English proficiency at level CERF B or International English Language Testing System Level 6 or 6+ for those whose mother tongue is not English or for those who need a Tier 4 (General) visa.
- Photocopy of the passport pages containing personal information such as nationality

Interviewers

- All notes taken at the interview will be returned to the applications team in order to ensure this information is stored securely before being destroyed after the agreed timescale.

Offer of placement

- We will be required to confirm your identity.

B. Do you collect any special category data?

We collect the following special category data:

- Religious belief

C. How do you collect my data from me?

We use online application forms and paper application forms.

D. Is any other data about me collected indirectly?

We may ask for additional information from your Sponsors

E. Is any data collected when I used your website?

No.

F. How do you use my personal data and how do you justify it?

The personal data provided during the application process will be used for the purpose of

- Assessing eligibility to undertake our academic programmes.
- Supporting applicants through the application process

We need this data so that we can

- take the steps that may lead to a contract between us;
- complying with our legal and statutory and obligations.

Do you share my data with any other organisations?

We may share your personal information with our service providers/data processors so that they can support us to administer the application process:

- Movement for Reform Judaism
- Movement for Liberal Judaism

G. How long do we keep your information?

The personal data gathered during the application process will

- If successful, be transferred to an educational student file and retained confidentially for the duration of student life.
- If unsuccessful, retained for a period of 12 months.