

Hebei International School Partnership (HBISP) Privacy Policy

Our Contact Details

Data Protection Officer: Lucy Chen

Address: c/o Global Bridge Group Ltd, The Grainger Suite, Dobson House, Regent Centre, Newcastle upon Tyne, NE3 3PF

Phone Number: 0191 903 4282 (Mon-Fri 1000 – 1500)

E-mail: info@hbisp.com

This Privacy Notice was completed on 09/01/2024.

The Type of Personal Information We Collect

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)

How We Get the Personal Information and Why We Have It

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Supplying you with material about HBISP that you have requested.
- Contacting you about HBISP activities.

We also receive personal information indirectly, from the following sources in the following scenarios:

- school and other educational websites
- contacts in schools and other educational organisations

We use the information that you have given us in order to establish whether you have an interest in the services HBISP offers.

We may share this information with our sister company Global Bridge Group Limited and our partner organisation Hebei Provincial Association for UNESCO.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting HBISP's Data Protection Officer

How We Store Your Personal Information

Your information is securely stored.

We keep contact details for five years. We will then dispose of your information by undertaking an annual erasure from our databases.

Your Data Protection Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact HBISP's Data Protection Manager if you wish to make a request.

How To Complain

If you have any concerns about our use of your personal information, you can make a complaint to HBISP's Data Protection Manager.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>