

### Data protection policy:

Newcastle International School will always practice complying with the relevant legislation in regards for keeping all employers, student information and other personal information in compliance with Data protection Act 2018.

Newcastle International School will keep your information in electronic and paper format.

Some of the personal information supplied will be passed on to accommodation providers or the airport meeting service.

Under UK law, we must give information to the UK Home Office if required to do so.

In order to fulfil our obligations to the student, and, in some cases, to the British authorities, it is necessary for us to see and copy the student's passport (and visa if applicable), to have contact details for the student in Newcastle or the UK, and to have details of a contact person. The student must therefore agree to provide these details and inform the school of any changes.

Students and/or parents are reminded of the need to disclose medical information about the student to the school when the application is made and to enquire prior to enrolling whether the school and accommodation facilities are suitable for the individual's needs.