



Holborn College

Woolwich Road, Charlton, London SE7 8LN
Tel: +44 (0) 20 8317 6000 Fax: +44 (0) 207 8317 6001
study@holborncollege.ac.uk www.holborncollege.ac.uk

PRIVACY POLICY

HOLBORN COLLEGE, KAPLAN HIGHER EDUCATIONAL INTERNATIONAL

Last Revised: April 2008

Holborn College is committed to maintaining the privacy of your personal information. This Data Privacy Policy describes how we treat information received about you.

Information We Collect

So that we can provide you with the information, courses, programmes, services, materials or products you have requested, we collect and store certain information about you, including your name, telephone number, e-mail address, postal address, age, educational background, credit card number and other payment information.

If you are enrolling as a student, we also may also collect other personal data (such as information regarding your health (so that, as necessary, we can make appropriate accommodation for you) or your race or ethnicity (so that we can report aggregate student diversity statistics)). This data is considered "sensitive data" and you consent to our collection, storage and use of such sensitive data for these purposes.

We also may collect from you emergency contact information, such as the telephone number or email address for a friend or family member. You represent to us that you have obtained consent from your emergency contacts to provide us their information for this purpose.

How We Use Information Collected

We use the information to process your requests, review and confirm your qualifications, provide you with our courses, programmes, services, materials and products and to otherwise to contact you. We also may provide you with promotional materials about our services and products and provide your information to our affiliated Kaplan group companies (some of whom may be outside the EU), who would like to send you promotional materials about their services and products.

Your Ability to Choose

You can let us know if you do not wish to receive promotional material from us by contacting us by e-mail at admissions@holborncollege.ac.uk or by post at Kaplan Higher Education (Holborn College), 52 Grosvenor Gardens, London SW1W 0AU, United Kingdom. You also can let us know that you do not want us to share your information with our affiliated Kaplan group companies by contacting us at admissions@holborncollege.ac.uk or by post at Kaplan Higher Education (Holborn College), 52 Grosvenor Gardens, London SW1W 0AU, United Kingdom.

Disclosure to Third Parties

We may hire other companies to perform services on our behalf (including, without limitation, facilitating some aspects of our web sites and services, managing our databases, sending e-mails and other mail to you, processing and collecting payments, providing us with legal, financial and accounting advice and conducting required audits). These other companies may be supplied with or have access to your information solely for the purpose of providing these services to us or on our behalf. We also may disclose personally identifiable information in special circumstances where it is legally required (for example, when necessary to protect our or a third party's intellectual property or proprietary rights) or



Holborn College

Woolwich Road, Charlton, London SE7 8LN
Tel: +44 (0) 20 8317 6000 Fax: +44 (0) 207 8317 6001
study@holborncollege.ac.uk www.holborncollege.ac.uk

when we, in our sole discretion, believe it is appropriate, in connection with a sale or transfer of some or all of our assets, or when we, in good faith, believe that the law requires us so to do.

Your personal data is accessible by and provided to our student recruitment agents, for administration purposes (such as keeping track of your course records), accepting and recording your payments, providing you with certificates of completion and complying with any regulatory reporting requirements or other reporting requirements agreed with your sponsor. We may also provide your data to bodies from which you seek funding. If you have enrolled on our courses or programmes through your employer or other sponsor, we may share your data and attendance and study results with your employer or sponsor. Such third parties are not subject to this Privacy Policy. Contact these persons directly for information about how they treat your personal data.

Transfer to Other Countries

We may need to process and store your information in countries outside the EU (which are not subject to EU Data Protection laws), including without limitation, your country of residence, the country in which you plan to study or other countries where we have offices or service providers (including the United States). By providing your information to us, you consent to transfer of your information to these other countries.

Sponsors

Employers or other sponsors (the "sponsors") are also required to acknowledge that we will collect, store, process, disseminate or use personal information relating to a Sponsor's employees or, as applicable, the person(s) being sponsored to perform the services and otherwise use as specified in this statement. Each Sponsor consents, and will ensure that each applicable employee or other sponsored person consents, to collection, storage, processing, dissemination or use for all such purposes.

Access and Rectification

If you would like to review, change or delete any information that we have about you, you can do so by contacting us by e-mail admissions@holborncollege.ac.uk or by post at Kaplan Higher Education (Holborn College), 52 Grosvenor Gardens, London SW1W 0AU, United Kingdom.

Questions, Comments and Concerns

If you have any questions, comments or concerns about our practices, you may contact us by e-mail at admissions@holborncollege.ac.uk or by post at Kaplan Higher Education (Holborn College), 52 Grosvenor Gardens, London SW1W 0AU, United Kingdom.

Modifications

We may change this Data Protection Statement from time to time.