

## **Privacy Notice**

### **Introduction**

VISC is committed to ensuring that the personal data of its clients is handled in accordance with the principles set out in the Data Protection Act 1998 and the General Data Protection Regulation 2018.

VISC will collect and use information about clients in accordance with the General Data Protection Regulation act 2018.

### **What information do we collect about you?**

In order to carry out its duties as a regulated immigration advice Services, VISC must collect and process data, to include sensitive personal data relating to its clients.

Data held about you may include, but is not restricted to, the following:

- Qualifications and other data such as English Proficiency test outcomes.
- Personal details such as name, date of birth, email, mobile, etc.
- Visa details and copies of passports.
- Bank or building society account details.
- Partner and third-party sponsor details.
- Employment details.
- Accommodation details.
- Correspondence between the client and VISC.
- Correspondence between the client and others including partners and third-party sponsors.
- Correspondence, such as references, between VISC and third parties on behalf of a client.
- Records of complaints

### **How will we use information about you?**

VISC processes client personal data in order to:

- Make an immigration application for the client.
- Advise the client on immigration application.
- Referrals to other firms and businesses.
- Meet its obligation and responsibilities as per the IAA requirements.

### **Who has access to your data?**

Where data is held by VISC, access personnel files is carefully controlled and may only be seen by selected members of VISC, and other persons, as authorised by VISC.

## **Sensitive personal data**

VISC recognises the significance of sensitive personal data and will only process such data if certain conditions are met.

## **Sharing and disclosing your personal information**

VISC may disclose certain personal data to external bodies as categorised below. At all times, the amount of information disclosed and the manner in which it is disclosed will be in accordance with the provisions and obligations of the Data Protection Act. Please note this is not an exhaustive list.

<b>Disclosure to</b>	<b>Details</b>
Home Office. UK Visas and Immigration	In order to make immigration applications
Immigration Advice Authority	In order to fulfil VISC's obligations as a registered adviser
Third party data storage providers	In order to store client data securely and in the appropriate data storage

## **Other disclosures to third parties**

VISC may, from time to time, need to make other disclosures of your personal information without your consent but any such disclosures will be made in accordance with the obligations imposed on VISC by the DPA, GDPR and other relevant legislation, and with due consideration of your rights.

## **How long we keep your personal information**

The IAA requires us to keep a copy of client case files for up to 6 years after the case is closed. After that this may be destroyed, unless the client makes arrangements to collect it from us.

## **Access to your information and correction**

Client's may request a copy of the personal data held about them by VISC. This applies to all records held by VISC. If you wish to make such a request, please email us.