

Privacy Notice

1. 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.

2. 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:

- Application forms, qualification certificates and other data such as English Proficiency test outcomes and evidence of prior learning;
- Personal details such as name, date of birth, diversity data and contact and next-of-kin details;
- Visa details and copies of passports;
- Bank or building society account details;
- Sponsor details;
- Salary and rank/grade details,
- Records concerning your academic progression, changes to your registration;
- Sickness and other absence details;
- Correspondence between the client and VISC;
- Correspondence, such as references, between VISC and third parties on behalf of a client;
- Records of complaints.

3. 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
- Enable staff to undertake their roles in general administration
- Meet its obligation and responsibilities as per the OISC requirements.

3.1 Who has access to your data?

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

3.2 Sensitive personal data

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

At VISC, we might ask you to declare diversity data (protected characteristics) at the time of your consultation or just after that. This data falls within the definition of sensitive data. If you choose to provide such data, you give your consent for VISC to use this, in aggregated form, for statistical purposes.

4. 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.

Disclosure to	Details
Home Office. UK Visas and Immigration	In order to make immigration applications
Office of the Immigration Services Commissioner	In order to fulfil VISC's obligations as a registered adviser
UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offender, collection of a tax or duty, or safeguarding national security*	As necessary, and with appropriate consideration of your rights and freedoms (such as Benefit or Tax Inspectors, the Police, UK Visas and Immigration, or the Foreign and Commonwealth Office). * such as the Department of Work & Pensions, Police, UK Visas and Immigration, or the Foreign and Commonwealth Office.
Third party data storage providers	In order to store client data securely and in the appropriate data storage

4.1 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.

5. How long we keep your personal information

VISC will keep your personal data only as long as is necessary to conclude the purpose(s) for which it was collected and in accordance with the relevant regulations.

Applicable data will be securely destroyed when no longer required.

6. 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 in VISC's manual or electronic files including any records held on mobile devices. If you wish to make such a request, please email us.

7. Website

VISC website privacy statement explains how data may be gathered about users of our website. VISC's privacy notices do not cover the links within our site which link to other websites. We suggest you read the privacy statements on other websites you visit.