

# Thames Hightech Ltd

## Privacy Notice 2025/26

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*Registered address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA  
ICO registration: ZB337648 | Contact: Andrew.li@thameshightech.com*

This Privacy Notice explains how Thames Hightech Ltd collects, uses, stores and shares personal data in connection with its website, education-related services, guardianship-related services, recruitment activity and general business operations.

For the purposes of data protection law, Thames Hightech Ltd is the data controller in relation to the personal data covered by this notice.

Please read this notice carefully. If you have questions about how your personal data is handled, you can contact Thames Hightech Ltd using the contact details in this notice.

### 1. About Thames Hightech Ltd

Thames Hightech Ltd is a company registered in England and Wales under company number 11655103. Its registered office is Hurlingham Studio, Ranelagh Gardens, London SW6 3PA.

### 2. How personal data may be collected

Personal data may be collected directly from you, from your use of our website, from communications with us, from applications or enquiries, or from third parties where appropriate.

- When you contact us by email, phone, post or website enquiry.
- When you apply for services, employment or another opportunity with us.
- When you interact with us in connection with students, parents, homestays or partner schools.
- When someone gives us your details as an emergency contact, referee or relevant contact person.
- When information is shared with us by schools, homestays, parents, agencies or other relevant parties where lawful and appropriate.

### 3. Types of personal data we may process

Depending on the circumstances, Thames Hightech Ltd may process the following categories of personal data:

- name, address, email address and telephone number;
- date of birth;
- passport, visa, BRP or other identity documentation where relevant;
- school, accommodation and travel-related information;
- financial or payment-related details where needed;
- health, dietary, allergy or welfare information where relevant to safeguarding or care;
- employment, qualification and recruitment information;
- technical and website usage information;
- child protection or safeguarding records where necessary;

Some of this information may amount to special category data or criminal records data where this is relevant and lawful, for example during safer recruitment or safeguarding processes.

## 4. How we use personal data

Thames Hightech Ltd may use personal data for the following purposes:

- responding to enquiries and communications;
- providing services and carrying out contractual arrangements;
- supporting student welfare, accommodation, travel and related arrangements;
- meeting safeguarding, legal and regulatory responsibilities;
- managing recruitment and safer recruitment processes;
- handling complaints, concerns or incidents;
- administering payments and business records;
- improving our website or understanding how it is used;

## 5. Lawful bases for processing

Thames Hightech Ltd relies on one or more lawful bases when processing personal data. Depending on the context, these may include contract, legal obligation, legitimate interests, consent or vital interests. Where special category data is processed, an additional lawful condition will be identified where required.

## 6. Recruitment information

When a person applies to work with or for Thames Hightech Ltd, personal data may be used to assess suitability, verify identity, check qualifications, take references, carry out safer recruitment checks and manage the recruitment process. If an application is unsuccessful, recruitment data will generally be retained only for an appropriate limited period unless there is a lawful reason to keep it longer.

## 7. Student and parent information

Where Thames Hightech Ltd is involved in guardianship-related or student support activity, it may process personal data relating to students and parents in order to support welfare, accommodation, safeguarding, travel, school liaison, communication and related arrangements.

- Student records may include contact information, school details, welfare information, medical details, travel details and key identity documents where necessary.
- Safeguarding records are treated as highly confidential and handled separately with restricted access.
- Information is shared only on a need-to-know basis and in line with safeguarding and data protection requirements.

## 8. Sharing personal data

Thames Hightech Ltd will only share personal data where there is a lawful basis and where it is necessary, proportionate and secure.

- with schools, homestays, parents or relevant staff where necessary for student welfare and service delivery;
- with safeguarding agencies, local authorities, police or medical professionals where safeguarding or legal duties require this;
- with service providers or processors working on our behalf, subject to appropriate safeguards;
- with AEGIS where required as part of accreditation or re-accreditation processes;

Thames Hightech Ltd does not sell personal data to third parties for marketing purposes.

## 9. International transfers

If personal data is transferred outside the UK, Thames Hightech Ltd will take appropriate steps to ensure that adequate safeguards are in place where required by law.

## 10. Security

Thames Hightech Ltd uses appropriate technical and organisational measures to protect personal data against unauthorised or unlawful access, loss, destruction, alteration or disclosure.

- Access is limited to those who need the information.
- Electronic information should be stored with appropriate password and access controls.
- Paper records containing personal data should be stored securely.
- Sensitive information should be handled carefully and shared securely.

## 11. Retention

Personal data is not kept for longer than necessary. Retention periods are determined by legal, safeguarding, contractual and operational needs. When data is no longer required, it will be securely deleted or destroyed.

Safeguarding and child protection records may need to be retained for extended periods in line with safeguarding expectations.

## 12. Your rights

Individuals may have rights under data protection law, including the right to request access to their personal data, request correction of inaccurate data, request erasure in certain circumstances, request restriction of processing, object in certain circumstances and complain to the ICO.

- Requests should be made using the contact details below.
- Identity may need to be verified before a request is fulfilled.
- Some rights are subject to legal exemptions or limitations.

## 13. Cookies and website use

Thames Hightech Ltd's website may use cookies or similar tools to support website operation, understand usage and improve user experience. Users can normally manage cookie preferences through browser settings, although this may affect website functionality.

## 14. Complaints about data protection

If you have a concern about how Thames Hightech Ltd has handled your personal data, please contact us first so that we can try to resolve the matter. You also have the right to complain to the Information Commissioner's Office.

## 15. Contact details

Thames Hightech Ltd

Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

Email: [Andrew.li@thameshightech.com](mailto:Andrew.li@thameshightech.com)

## 16. Review

This notice will be reviewed at least annually and sooner if data protection law, ICO expectations, AEGIS standards or organisational practice changes.

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Approved by	Yuhong Li
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