



Privacy Notice

Robertson Languages International is part of the Wolfestone Holdings Group and acts as a data controller for personal data you provide to us as your potential host company. The data we collect includes: name, postcode, contact telephone number and details of your current school or university and courses.

Why we need your data

We need to know this basic personal data in order to enter into precontractual negotiations with you regarding your internship or work experience placement.

What is the source of your data

We are only collecting data provided by you. We are not collecting data about you from any other sources.

What we do with your data

All the personal data we process is processed by our staff in the UK. Digital data is stored locally on our on-site servers in a folder with restricted access, and hard copies are stored in locked cabinets in the office. Digital backup data archives are stored as encrypted files on external servers located in EU.

No Third Parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

How long we keep your data

If you are unsuccessful in your application, we will keep your data on file on grounds of legitimate interest for 12 months in case another suitable opportunity comes up.

If you are successful, we will provide an additional privacy notice detailing what further data we need to complete your internship contract and our policies around this.

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Please see our Subject Access Request page on our website for more information:

<https://www.robertsonlanguages.com/gdpr/subject-access-request-policy/>

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office

<https://ico.org.uk/>