



DATA PROTECTION POLICY

In line with the Data Protection Act 2018, we as Homestay and Venture Breaks (HS&VB) maintain a safe and secure environment for the data of all involved in our services including host families, visitors and their guardians, leaders, agents, teachers, activity providers, trusted taxi providers, interns, directors, and freelance staff. These are our associated personnel.

The purpose of our policy is to detail:

1. How personal data is collected
2. How personal data is used
3. Who we share personal data with
4. What measures are in place to keep that data safe
5. What we would do in the event of a 'breach'
6. Other rights regarding personal data
7. Named Data Protection Lead

1. We collect personal data on the basis of consent, in the following ways:

- Hard copy documents
- Electronic data via email
- Electronic data via messenger, texts and WhatsApp
- Electronically via an enquiry form on our website
- By verbal recommendation for a new hosts - we will delete contact details immediately if the recommended person does not wish to proceed

2. We use personal data for the following purposes:

- Ensure our regulatory compliance regarding hosts' mandatory documents
- Allocate visitors to homestay hosts according to their individual needs
- Manage the effective delivery of all aspects of our contractual arrangements and bookings
- Deliver a safe, quality experience to all our visitors, hosts, and associated personnel, as listed above

3. We share personal data in the following circumstances:

- We share personal data with all our associated personnel only for the purposes of delivering effective, safe, and quality homestay accommodation. The personal data we share is limited to the minimum required to achieve this purpose
- We share personal data with the appropriate authorities regarding any serious safeguarding concerns
- We may share photos on our social media and website only with the permission of the photographer and those in the photo or their guardians. We will never include names of minors

4. We take the following measures to keep personal data safe:

- Our emails and WhatsApp are encrypted
- All hard copy documents are stored in the HS&VB office that is locked at all times when the office is not in use; the office is in a lockable building
- Electronic data is stored in Dropbox, which is encrypted or on a computer that is located in the HS&VB office. Our accounts are only accessed from password protected devices
- Emails are retained for a maximum of 2 years, following which they are deleted
- Mandatory documents received via text message, messenger and WhatsApp on the HS&VB mobile are deleted when they have been appropriately digitally stored
- The HS&VB mobile is in the possession of a named Company Director at all times

5. In the event of a 'breach' of data protection we will:

- Notify you of a breach of data protection of your personal data which is not special category and has no risk or consequences



- Notify you and the Information Commissioners Office (ICO) within 72 hours of a serious breach of data protection of your personal data

6. Other rights regarding your personal data:

- You have the right to obtain a copy of the personal information we hold about you
- You have the right of erasure of your personal data; this means you can ask for your information to be deleted from our records. You will no longer be able to be a homestay host if you choose to have your personal data erased

7. Named Data Protection Controller

- Our Data Protection Controller is Jennie Parsons.

HS&VB will use the information you provide us with to be in contact with you as outlined above. Please sign below to show your consent. We will not share your data with third parties.

Name

Signature

Date

August 2025