ESOL Learner Information Form

Afghanistan & Central Asian Association | انجمن افغانستان و آسیای میانه

Male/Female (please circle)	Title (please circle) Mr/Mrs/Miss/Ms/Dr/Other
Surname:	
First name:	
Address:	
D.O.B:	
Mobile:	
Email:	
Age:	
Emergency contact details: *Name and telephone number*	
Nationality:	
First language:	
Country of origin:	
Other languages:	
Date of arrival in the UK:	
Previous education: *Primary (number of years): Secondary (number of years): Further/Higher education (subject):*	
Marital status:	
Children:	

Previous ESOL: *ESOL classes attended and level:* *Any ESOL qualifications:*		
Employment: *In country of origin:* *In UK:*		
Which lessons will you attend? (please circle)	Lewisham: Monday, 10 am - 12 pm Wednesday, 10 am - 12 pm Saturday, 12 pm - 2pm	
Why do you want to learn English?	**Work**: Yes / No **Study**: Yes / No **Everyday life**: Yes / No **Citizenship**: Yes / No **Help your children**: Yes / No **Other**:	Please give more information:
Other information: for example, is there anything that will make it difficult to attend classes?		
Do you have any disability or medical condition? If yes, what? *this will remain confidential*		
I consent to be added into WhatsApp group for better communication with other students and teachers	Yes/No	

DATA PROTECTION POLICY/GDPR

Afghanistan and Central Asian Association (ACAA) takes its responsibility with regards to the management of the requirements of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) very seriously. This policy sets out how ACAA manages those responsibilities. Afghanistan and Central Asian Association obtains, uses, stores and otherwise processes personal data relating to potential staff and volunteers, current staff and volunteers, former staff and volunteers, current and former workers, contractors, website users and contacts, collectively referred to in this policy as *data subjects*. When processing personal data, ACAA is obliged to fulfil individuals' reasonable expectations of privacy by complying with GDPR and other relevant data protection legislations.

This policy is outlined according to Data Protection Act 2018 and therefore seeks to ensure that we:

1. are clear about how personal data must be processed and the ACAA's expectations for all those who process personal data on its behalf;
2. comply with the data protection law and with good practice;
3. protect the ACAA's reputation by ensuring the personal data entrusted to us is processed in accordance with data subjects' rights
4. protect the organisation (ACAA) from risks of personal data breaches and other breaches of data protection law.

Scope

This policy applies to all personal data we process regardless of the location where that personal data is stored (e.g. on an employee's own device) and regardless of the data subject.

Personal data protection principles

ACAA is responsible for the data protection principles listed below:

Those principles require personal data to be:

1. *Lawfulness, fairness and transparency*. Ensure that data is processed lawfully, fairly and in a transparent manner;
2. *Purpose Limitation.*Ensure that data is collected only for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes;
3. *Data Minimisation.*Data collected is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
4. *Accuracy.*Data collected is accurate and where necessary kept up to date;
5. *Storage Limitation.*Data collected is not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the personal data is processed;
6. *Security, Integrity and Confidentiality*. Data collected is processed in a manner that ensures its security, using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Data Subjects' Rights

Data subjects have rights in relation to the way we handle their personal data. These include the following rights:

1. where the legal basis of our processing is Consent, to withdraw that Consent at any time;
2. to ask for access to the personal data that we hold (see below);
3. to prevent our use of the personal data for direct marketing purposes
4. to object to our processing of personal data in limited circumstances
5. to ask us to erase personal data without delay in cases including, but not limited to:
    a) if it [data] is no longer necessary in relation to the purposes for which it was collected or otherwise processed;
    b) if the only legal basis of processing is Consent and that Consent has been withdrawn and there is no other legal basis on which we can process that personal data;

    c) if the data subject objects to our processing where the legal basis is the pursuit of a legitimate interest or the public interest and we can show no overriding legitimate grounds or interest;

    d) if the data subject has objected to our processing for direct marketing purposes;

    e) if the processing is unlawful.

6. to ask us to rectify inaccurate data or to complete incomplete data;
7. to restrict processing in specific circumstances e.g. where there is a complaint about accuracy;
8. to ask us for a copy of the safeguards under which personal data is transferred outside of the EU;
9. the right not to be subject to decisions based solely on automated processing, including profiling, except where necessary for entering into, or performing, a contract, with the University; it is based on the data subject's explicit consent and is subject to safeguards; or is authorised by law and is also subject to safeguards;
10. to prevent processing that is likely to cause damage or distress to the data subject or anyone else;
11. to be notified of a personal data breach which is likely to result in high risk to their rights and freedoms;
12. to make a complaint to the ICO; and
13. in limited circumstances, receive or ask for their personal data to be transferred to a third party (e.g. another organisation to which an employee or volunteer is transferring) in a structured, commonly used and machine-readable format.

You must verify the identity of an individual requesting data under any of the rights listed

I have read and agree with the terms of GDPR that Afghanistan and Central Asian Association follows

Signature _____ **Date** _____

PHOTOGRAPHY AND VIDEO RECORDING POLICY

Introduction

ESOL at Afghanistan and Central Asian Association works with children and families as part of its activities. Therefore, the purpose of this policy statement is to:

- protect children and young people who take part in ESOL's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

Why Photos or videos will be taken

There are certain reasons why photos or videos will be taken at ESOL. These are dependent on the purpose by which the photo is being taken, which falls under two broad categories:

Internal use

Certain pictures will be used as a means of documenting activities or projects with no intention of public usage.

Projects use photographs as a means of documenting activity. These may be used in confidential reports but are otherwise internal use only.

External use

Publicity photographs may be set up for specific purposes or taken as part of events. These may be:

- *General photos and videos of the site* – used for publicity.
- *Photos of individuals*

  We will not take photos of anything that can give out personal information, such as names and why they are at ESOL, of any child or adult that is partially or fully unclothed, or that are derogatory or demeaning (including any descriptions of the photos or videos).

  Permission and Rights

  Unless the person taking the photos is working for the ACAA then permission to use the photos must be obtained from the photographer. Consent must be gained in order to use or copy a picture taken by an external photographer and best practice is to acknowledge the copyright owner. This can be done by:

- ¨ *Individual image*
- ¨ *Multiple photos*

  Consent forms (where applicable) should be kept in a sub-folder within the folder that the photos or videos are stored with a similar title, indicating that they are permissions. Consent forms should be kept for the same amount of time as the photo or video, ie as soon as the purpose for which it was taken has been fulfilled, both picture and permission should be deleted.

Use of Photos or Videos

Once a photo is stored on the system (which means that it fills the criteria listed in the permissions section) it can be used for certain purposes by the ACAA – such as the website and publicity material. Once a photograph is no longer required for the purpose it was taken or is being used in the archive in order to document history, the photo must be deleted or destroyed. Photos or videos of people must be used in accordance with the General Data Protection Regulation. This means that:

- Photos or videos must be taken for a specific purpose
- Once that purpose has been served, the photos or videos must be deleted from the server any physical copies destroyed.
- Any images that are felt to document the history of the ACAA's activities including, but not limited to ESOL classes, well can be retained under that purpose

Consent Forms

A consent form must be filled out for a photograph to be taken and stored of any person under the age of 18. If no consent form is completed, then a photograph including that person should not be used or stored. In a group shot and a non-consenting person is included but not recognisable, then the picture may be used. It is best practice to ask the person or a child's parents if this use is ok.

Consent Form for Photo and Video Recording

Pupil to fill in
My name (pupil): _____

- I give permission to Afghanistan and Central Asian Association (ACAA) and ESOL to take photographs and video footage of me. These photographs and videos may be reproduced and used for promoting or publicising ACAA and may include printed publications (e.g. brochures and newsletters. *Please check the boxes that you consent to*
    - ❏ Printed Material (e.g. brochures, leaflets)
    - ❏ Social Media (e.g. Facebook, Instagram)
    - ❏ Website (https://acaa.org.uk)
- I am aware that for Internet safety and data protections reasons, my full name will not be included on any online material. For under 18 years-olds pupils, only the first name, age and country can be mentioned.
- I agree that I will not receive any money or other reward for my participation in these photos or videos.

  My signature: _____ Date: _____

  Parent to fill in (in case that the pupil is under 14 years old)

  My name (parent): _____

  Giving permission for (pupil's name):_____

- I give permission to Afghanistan and Central Asian Association (ACAA) and ESOL to take photographs and video footage of my child. These photographs and videos may be reproduced and used for promoting or publicising ACAA and may include printed publications (e.g. brochures and newsletters)
- I am aware that for Internet safety and data protections reasons, no pupil full names will be included on any online material. For under 18 years-olds pupils, only the first name, age and country can be mentioned.
- I agree that my child or myself will not receive any money or other reward for the participation of my child in these photos or videos.

Parent's signature _____ Date_____

Please note that more than 2 weeks of unexplained absence may result in you losing your place in the class.

Client:	Staff:
Signature:	Signature:
Date:	Date: