

Privacy Policy: Protecting Your Data, Respecting Your Rights

At Kush Digital College (KDC), safeguarding your privacy and protecting your personal data are among our top priorities. Our Privacy Policy is designed to provide transparency about how we collect, store, and use your information, ensuring that all practices align with legal standards and ethical principles. Whether you are a student, staff member, or partner, you can trust that your data is handled with care and integrity.

This policy complies with the UK's Data Protection Act and the General Data Protection Regulation (GDPR), reflecting our commitment to upholding the highest standards of data security and user privacy.

What Data We Collect

To deliver a seamless and personalised experience, KDC collects certain types of information from students, staff, and visitors to our platforms. This includes basic details such as your name, email address, and phone number when you register for a programme, submit an enquiry, or participate in an event.

For enrolled students, we may also collect academic records, payment information, and interaction data from our Learning Management System (LMS) to support your education and provide customised resources.

All data collected is relevant, necessary, and proportional to its intended purpose, ensuring that we minimise the amount of personal information we process.

How We Use Your Data

The information you provide allows us to deliver essential services, improve your experience, and meet our operational and legal obligations. For instance, we use your data to:

- Facilitate your enrolment and manage your academic records.
- Process tuition payments and provide financial aid where applicable.
- Communicate updates about courses, events, and institutional policies.
- Enhance the functionality of the LMS by tailoring resources to your needs.

In addition, aggregated and anonymised data may be used for research and reporting purposes to help us understand trends and improve our offerings. However, such data cannot be traced back to individual users.

We never sell your data to third parties. Any sharing of your information is limited to trusted service providers who assist us in delivering our services, and all such providers are bound by strict confidentiality agreements.

How We Store and Protect Your Data

KDC employs robust security measures to protect your data from unauthorised access, loss, or misuse. All information is stored on secure servers with encryption protocols, and regular audits are conducted to ensure compliance with security standards.

Access to personal data is restricted to authorised personnel who require the information to perform their duties. Additionally, we have implemented measures such as two-factor authentication and data anonymisation to enhance protection further.

Your data is retained only for as long as necessary to fulfil the purpose for which it was collected, or as required by law. Upon expiry of this period, your information is securely deleted or anonymised.

Your Rights and How to Exercise Them

As a user of KDC's services, you have rights concerning your personal data, including:

- The right to access the information we hold about you.
- The right to request corrections to inaccurate or incomplete data.
- The right to request deletion of your data, where permissible by law.
- The right to object to certain types of data processing.

To exercise these rights or raise any concerns about our privacy practices, you can contact our Data Protection Officer at privacy@kushdigitalcollege.ac.uk. We are committed to responding promptly and addressing your concerns with transparency and respect.

Updates to the Privacy Policy

KDC's Privacy Policy is reviewed regularly to reflect changes in legislation, technology, or institutional practices. Any updates will be communicated through our website and, where appropriate, via email. We encourage users to review this page periodically to stay informed about how their data is managed.

A Commitment to Your Trust

Your trust is central to everything we do at Kush Digital College. Our Privacy Policy ensures that your data is handled responsibly, ethically, and transparently, giving you the confidence to focus on your learning and engagement with our community.

