

DATA PROTECTION & GDPR POLICY

CrownEd Recruitment Services

Effective Date: May 2026
Version: 1.0

1. Policy Statement

CrownEd Recruitment Services (“CrownEd”, “we”, “our”, or “us”) is committed to protecting and handling personal data responsibly, securely, and in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope of This Policy

This policy applies to all personal data collected, stored, processed, or shared by CrownEd in relation to student recruitment, admissions support, partner communications, marketing activities, and operational processes.

3. Data Controller

CrownEd Recruitment Services acts as the Data Controller for personal data processed during recruitment and admissions activities.

4. Personal Data We Collect

We may collect personal identification data, contact information, academic records, employment details, financial or Student Finance related information, and supporting application documents.

5. Purpose of Processing

Personal data is processed for student recruitment, admissions support, eligibility assessments, communication with educational institutions, and compliance with legal and institutional obligations.

6. Lawful Basis for Processing

CrownEd processes personal data under lawful bases including consent, contractual necessity, legal obligations, and legitimate interests.

7. Data Sharing

Personal data may be shared with partner educational institutions, regulatory bodies, and authorised internal staff where necessary for recruitment and admissions purposes.

8. Data Security

CrownEd applies appropriate technical and organisational measures to protect personal data, including password-protected systems, restricted access controls, and secure document storage.

9. Data Retention

Personal data is retained only for as long as necessary for recruitment, legal, and compliance purposes before secure deletion or anonymisation.

10. Rights of Individuals

Individuals have the right to access, correct, delete, restrict, object to processing, and request portability of their personal data under UK GDPR.

11. Consent

By providing personal information to CrownEd, individuals consent to the processing and sharing of their data for recruitment and admissions purposes.

12. International Transfers

Where data is transferred outside the UK, CrownEd ensures appropriate safeguards are in place in accordance with UK GDPR requirements.

13. Policy Review

This policy will be reviewed periodically to ensure continued compliance with applicable laws and best practices.

14. Contact Information

CrownEd Recruitment Services

Email: admissions@crownedglobal.co

Phone: +44 7345 003430

Declaration

CrownEd Recruitment Services is committed to maintaining the confidentiality, integrity, and lawful processing of personal data in accordance with UK GDPR and the Data Protection Act 2018.

Authorised Representative: _____

Position: _____

Date: _____