

MSE: PRIVACY POLICY

Mayfair School of English is committed to protecting your privacy. This commitment applies equally to all prospective students/staff, existing students/staff and former students/staff alike; it also applies to anyone using our website.

Mayfair School of English Ltd is registered at *The Information Commissioner's Office*:

- **Register entry: Z2435368**

We promise:

- To collect and use your personal information lawfully, according to the Data Protection Act 1998
- Not to sell, trade or rent your personal information to outside parties.
- To maintain procedures to ensure that the personal information we have is accurate and to protect this information against loss, theft or unauthorised access.

We may collect and use your information:

- To process your application and provide you with the best service.
- For statistical analysis.

Your rights. You have the right to:

- Ask us to remove you from any of our mailing lists.
- Receive a copy of the information that we hold about you (on application)
- Make changes to your information so that it is up-to-date and accurate.

Your consent

By using this website, you consent to the collection and use of this information.

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Third Party Websites

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MSE: POLICY ON DISCLOSURE OF INFORMATION RELATING TO ACCREDITING BODIES

Aims:

To make available to existing/prospective students and staff all relevant information relating to external bodies that accredit/inspect Mayfair School of English in a manner which is clear, readily accessible and easy to comprehend, in line with the requirements of the bodies concerned.

Accrediting bodies:

Mayfair School undergoes external audit and inspection by the following accreditation / inspection body on a four yearly basis:

- [British Council \(Accreditation UK\)](#)

The next British Council inspection of Mayfair School of English will take place in November 2017.

Online information:

The school's accreditation status may be verified via the relevant body's website, where publishable statements are available in the public domain. The school provides clear links to these sites on its own website via hyperlinked text and the BC and English UK logos themselves.

Other sources of information:

In addition to the above, the school provides clear information on its status in relation to external accrediting/inspecting bodies in the following forms:

- Accreditation marks (logos) are clearly displayed on all relevant promotional material (digital and hardcopy) in line with the requirements of each body.
- Original accreditation certificates are prominently displayed in the school's reception.