



**NEW ALTERNATIVE PATH**  
YOUR STEPPING STONE TO SUCCESS

✉ [office@newalternative.co.uk](mailto:office@newalternative.co.uk) ☎ 07365 22517 🌐 <https://newalternative.co.uk/>

## Data Protection Policy

New Alternative Path is committed to Integrity, Fairness & Student-Centered Values

**Effective Date: 1<sup>st</sup> July 2025**

**Approved by: Gotse Gyorshevski**

**Version: 1.0**

### 1. Purpose

At New Alternative Path we prioritize the privacy and security of personal information belonging to our clients, employees, partners, and other stakeholders. This policy details our commitment to data protection and our obligations under relevant data protection regulations, including the General Data Protection Regulation (GDPR), when applicable.

### 2. Scope

This policy applies to all personal data processed by us during our operations, including but not limited to:

- Students seeking educational consultancy
- Employees and contractors
- Partner institutions
- Website visitors and online users

### 3. Definitions

- **Personal Data:** Any information that relates to an identified or identifiable individual.
- **Processing:** Any operation performed on personal data, whether automated or not, such as collection, storage, use, and deletion.
- **Data Subject:** The individual to whom the personal data belongs.
- **Data Controller:** The entity that determines the purposes and means of processing personal data.

### 4. Data We Collect

We may collect and process the following types of personal data:

- Full name, date of birth, contact details
- Passport or ID information
- Academic records and qualifications



- Financial documents for visa or school application purposes
- Communication records
- Website usage data (via cookies)

## **5. Lawful Basis for Processing**

We process personal data only when we have a lawful basis to do so, which includes:

- Consent from the data subject
- Performance of a contract (e.g., processing applications)
- Legal obligations (e.g., immigration regulations)
- Legitimate interests (e.g., improving services)

## **6. Data Protection Principles**

We are committed to the following principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimization
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

## **7. Data Security**

We implement appropriate technical and organizational measures to protect personal data, including:

- Encrypted digital storage
- Password-protected systems
- Access controls
- Staff training on data privacy
- Secure disposal of documents

## **8. Data Sharing and Transfers**

We may share data with:



- Partner institutions (e.g., universities)
- Third-party service providers (e.g., CRM platforms, cloud storage)

## 9. Data Retention

We retain personal data only for as long as necessary:

- Student records: up to 7 years
- Employee records: as per employment law
- Marketing data: until consent is withdrawn

## 10. Rights of Data Subjects

Data subjects have the right to:

- Access their personal data
- Rectify inaccurate data
- Request erasure (“right to be forgotten”)
- Restrict or object to processing
- Data portability
- Lodge a complaint with a supervisory authority

## 11. Data Breaches

In the event of a data breach, we will:

- Assess the risk to individuals
- Notify affected parties if required
- Report to relevant authorities within 72 hours if necessary

## 12. Contact and Complaints

- For any questions or concerns regarding this policy or to exercise your rights, please contact:

Date: 1<sup>st</sup> July 2025

Signed By: Gotse Gyorshevski



**NEW ALTERNATIVE PATH**  
YOUR STEPPING STONE TO SUCCESS

✉ [office@newalternative.co.uk](mailto:office@newalternative.co.uk) ☎ 07365 22517 🌐 <https://newalternative.co.uk/>

---

**TO BE REVIEWED: SEPTEMBER 2026**