



NEW ALTERNATIVE PATH
YOUR STEPPING STONE TO SUCCESS

✉ office@newalternative.co.uk ☎ 07365 22517 🌐 <https://newalternative.co.uk/>

Data Protection Policy

1. Purpose

This Data Protection Policy outlines how New Alternative Path Student Consultancy (“the Consultancy”) collects, uses, stores, and protects personal data in compliance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all staff, contractors, and third parties handling personal data on behalf of the Consultancy, including student clients, partners, and website users.

3. Definitions

- **Personal Data:** Any information relating to an identifiable individual (e.g., name, email, academic records).
- **Processing:** Any operation performed on personal data (collection, storage, use, sharing, deletion).
- **Data Subject:** The individual whose data is being processed.

4. Data We Collect

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

- Contact information (name, email address, phone number)
- Academic records and qualifications
- Identification documents (where required)
- Financial information (for payment processing)
- Communication records

5. Lawful Basis for Processing

We process personal data under the following lawful bases:

- **Consent:** When individuals explicitly agree



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- **Contractual necessity:** To provide consultancy services
- **Legal obligation:** To comply with regulatory requirements
- **Legitimate interests:** To improve services and operations

6. How We Use Personal Data

Personal data is used to:

- Provide student consultancy services
- Communicate with clients and institutions
- Process applications and documentation
- Manage payments and records
- Improve service quality

7. Data Sharing

We may share data with:

- Educational institutions and partners
- Service providers (e.g., payment processors, IT services)
- Legal or regulatory authorities when required

All third parties are required to respect data security and process data in accordance with the law.

8. Data Storage and Security

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

- Secure servers and encrypted storage
- Access controls and authentication
- Regular security assessments

Data is retained only for as long as necessary to fulfill its purpose or meet legal requirements.



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9. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion (“right to be forgotten”)
- Restrict or object to processing
- Data portability
- Withdraw consent at any time

Requests should be submitted to the Consultancy’s data protection contact.

10. Data Breaches

In the event of a data breach:

- It will be assessed and contained immediately
- Relevant authorities will be notified within 72 hours where required
- Affected individuals will be informed if there is a high risk

11. Responsibilities

- **Management:** Ensure compliance and oversight
- **Staff:** Follow data protection procedures and report issues
- **Data Protection Lead:** Monitor compliance and handle requests

12. Training

All staff will receive regular data protection training to ensure awareness of responsibilities and best practices.

13. Policy Review

This policy will be reviewed annually or when there are significant legal or operational changes.



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14. Contact Information

For any data protection queries or requests, contact:

Email: christo@newalternative.co.uk

Approved By: Gotse Gyorshevski

Position: CEO

Date: 17th September 2026