

Privacy Policy

TEFL Language s.r.o. (The Language House TEFL) Privacy Policy

TEFL Language s.r.o. is committed to protecting your privacy and personal information.

To serve you properly, personal information is collected from you and retained, including your name, address, telephone number, email address. If you apply for a TEFL course, your date of birth and nationality will also be collected. These are via our application form with the user submitting the information.

The Privacy Policy below will explain to you what we do with any data that we collect from you.

Information we collect

We collect personal information through our online forms, such as the application form and contact form. The information that you provide us through these forms include all information stated on the forms such as, name, email address, address, date of birth, telephone number, nationality and education level. We use this information to help with your application process through phone calls and emails and to assist us on whether you will be accepted on our course.

Use of Cookies

We use cookies to help us determine who is visiting our site to use in our marketing campaigns. We may collect data about the type of computer, including IP addresses, operating systems browser types, as well as language, age, gender and country. We are not able to identify any individual from data collected by cookies.

How we use the information we collect

We use the information collected via our website in the following ways.

1. To improve visitors experience when using our website.
2. Being able to reply to emails when people submit questions in our contact forms
3. Assisting us in determining acceptance to our course.
4. Allowing us to contact you over the phone with the phone number you have provided us
5. Providing you with job guidance and support services before, during and after the course.
6. Contacting you with surveys and for feedback after the course.
7. Staying in communication with you during the course to send you course schedules and staff feedback.

Disclosure of your personal information

Your information is available to Language House TEFL staff, in order to provide you with the best services during and after the course. Not all information is available to all staff, but only the relevant information needed in order to conduct their jobs and the course.

Your full name is made available to the accreditation committee, IATQuO, in order for them to issue the certificate upon completion of the course. We also share your name and email with our car service to collect you at the airport.

With your permission, we also share your name and email with potential future students of our program. We will always ask you for your written consent before sharing any personal information.

Security of your personal information

The Language House TEFL (TEFL Language s.r.o.) takes all appropriate steps to protect your personal information. All personal information collected is stored securely on databases with secure internet protocols to protect personal data collection. Only select staff of The Language House TEFL (TEFL Language s.r.o.) can access this information with a secure login and password. Our website and forms are encrypted using SSL technology.

How long is your personal information stored

Personal information is stored for 5 years and then is securely deleted and destroyed. If you attended the The Language House TEFL course, your personal information will remain securely stored indefinitely in order for us to provide you with continued job support and guidance, unless you request your information to be deleted, in which we will do so immediately. If you ever wish to see the data that has been collected via our websites forms, we are happy to provide that information to you.

Cookies

Cookies are small pieces of data sent by a web server to a web browser, which enables the server to collect information from the browser. TEFL Language s.r.o. uses cookies to learn about browsing patterns and demographics of users, without being able to identify any individual. This information is used for marketing research and to improve our website for viewers.

Personal information is not stored in the cookies that are issued by the TEFL Language s.r.o. website. Any information stored via cookies is an anonymous identifier and therefore cannot identify any individual.

You may disable cookies in your browser but this can affect the usability of our website.

Accessing your personal information

To obtain a copy of your personal information that we store, to update the information, or to request that the information be deleted please email website administrator, [Chris Westergaard](#)

Changes to this Privacy Policy

This Privacy Policy may be updated and any changes will be published on this website. If you do not agree to the Privacy Policy at any time, please do not use our website in any way, including filling out forms with your personal information.