



Data Protection Policy

In accordance with the Data Protection Act, Oxford International College ensures the following:

1. Data must be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specific and lawful purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed.
4. Personal data shall be accurate and where necessary kept up to date.
5. Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose.
6. Personal data shall be processed in accordance with the rights of data subjects under the 1998 Data Protection Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country outside the EEA, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Oxford International College fulfils these responsibilities:

- The information on our databases is necessary for the academic, pastoral and other professional responsibilities of the school.
- It is regularly updated.
- The computer databases are password-protected.

The College has notified the Information Commission's Office that we process and store personal information, as we are required to do by the Data Protection Act.

DATA PROTECTION REGISTRATION NO: Z7042680

RENEWAL DATE: 14 Aug 2012

SECURITY NO: 10373082