



Data Access Request Policy

Introduction

This policy outlines the lawful way Oxford International College (OIC) collate and provide personal information to you subject to receipt of a data access request form. This policy has been written in line with the General Data Protection Regulations (GDPR) which come into effect as of 25 May 2018.

What is personal Information?

Personal information is information that the College collects which is specific to an individual. This includes, but is not limited to, Name, date of Birth, address, language and nationality. We hold academic information, including information from previous institutions such as relevant examination results for all students. Other personal information held by the College includes, but is not limited to, relevant medical information, behavioural & attendance records and special educational considerations. Personal information also includes any photographs or video footage of individuals. The College holds personal information on previous, prospective and current students as well as previous, prospective and current staff members.

Requesting access to your personal information

Under data protection legislation, you have the right to request access to information the College may hold regarding yourself or your child(ren).

To make a request for your personal information, or be given access to your child's educational record, please email OIC Chief Privacy Officer, Marianne Thompson-Hill, Marianne@oxcoll.com, attaching a copy of the Data Access Request Form, found overleaf.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you have any questions about Data Protection at Oxford International College, please contact:

claire.wellstood@oxcoll.com
Operations Manager
Oxford International College
1 London Place
Oxford
OX4 1 BD

If you have a data protection concern that cannot or have not been resolved by the College, you have the right to raise it with the [Information Commissioner's Office](#).

Data Access Request Form

1. Your full name: _____

2. Full name of the person whose data you are requesting access too (if different): _____

3. Relationship to the person whose data you are requesting (if not your own data):

Parent Yes/No	Legal Guardian Yes/No	Other: _____
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4. Current student: Yes/No

i. If no, Date study began at OIC: _____

ii. If no, Date study ended at OIC: _____

5. Please give details of any specific details you wish to request (optional):

6. Reason for your data access request (optional):

7. Preferred means of receiving your data:

Post Yes/No	Email Yes/No
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8. Full postal or email address (as relevant):

9. Please sign: _____

We aim to fulfil all Data Access Requests within 10 working days of receiving this form. In more complex cases this may not be possible. In these instances, we will be in touch within 3 working days to advise a reasonable timeline for fulfilment and thereafter with any changes, as relevant.