



PRIVACY NOTICE

POLICY INTENDED FOR:	Students and Parents
CATEGORY:	Data Protection
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Operations Manager
REVIEWED BY:	Operations Manager, Principal
REVIEWED DATE:	January 2020
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	Jan 2020: Compliance Officer replacing Chief Privacy Officer & CW replacing MTH in this post
NEXT REVIEW:	August 2020

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INTRODUCTION

This notice is to help parents and pupils to understand how and why Oxford International College (OIC) collects and uses your personal information.

WHAT IS PERSONAL INFORMATION?

Personal information is information that the College collects which is specific to you. 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. 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 you.

THE LAWFUL BASIS ON WHICH WE COLLECT, HOLD AND USE THIS INFORMATION

Areas where your personal data will be collected include, but are not limited to:

- Admissions Forms
- Pre-Arrival Forms, including medical information forms
- Visa forms and documentation
- Referral information; schools, universities, safeguarding and medical
- College internal forms
- CCTV video capture within College premises
- Access security key card system
- School Photography and Videography

We use the information collected in a lawful manner to conduct the normal running of the school. We store information securely and share appropriately. This information is used solely for the purpose of safe and efficient running of the College and its promotion. Some examples of how your data might be used or shared are:

- Collection of CCTV footage to keep premises, personnel and property safe. This is safely secured and only accessible by relevant administrators
- Collection and sharing of student personal data for government compliance
- Use of medical and other personal information to ensure satisfactory pastoral care can be given.
- Sharing of academic results with further education institutions and sharing of personal data with examining bodies.

- Sharing of academic and behavioural information with parents and guardians as appropriate.
- Photographs and videos may be used on College website, social media sites and within prospectus materials.

HOW WE STORE PERSONAL DATA

The majority of personal data held by the College is stored within our Management Information System (MIS). Our MIS is designed for use in academic institutions and is itself beholden to current Data Protections regulations in legislation within the UK and Europe. We store a limited amount of additional personal data on our secure server and on secure hard drives on College property, for example for the CCTV footage. All data is protected by encryption and is accessible only to relevant members of staff within the College.

The College store personal data for the duration of a student's education with OIC and for a reasonable period thereafter. Certain data which is no longer relevant after a period of time, for example medical records, will be deleted appropriately from our record. Basic personal data such as name, date of birth, academic results and country of origin will be retained for College records indefinitely and along with any data we are obligated to retain for legislative reasons.

WHO WE SHARE PUPIL INFORMATION WITH

We routinely share pupil information with:

- schools/universities that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- UCAS
- Examining Bodies
- NHS general practitioners' office
- The National Pupil Database (NPD)
- The Taylor Partnership (Immigration Legal Resource of OIC)

THE NATIONAL PUPIL DATABASE (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE:

<https://www.gov.uk/contact-dfe>

REQUESTING ACCESS TO YOUR PERSONAL INFORMATION

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information or be given access to your child's educational record please contact OIC Compliance Officer, Claire Wellstood on claire.wellstood@oxcoll.com.

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

For further information about Data Protection and Privacy at OIC please speak with Claire Wellstood.

claire.wellstood@oxcoll.com

Operations Manager

Oxford International College

1 London Place

OX4 1BD