



ACCESS REQUEST POLICY

POLICY INTENDED FOR:	Staff
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:	August 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 Aug 2020: Addition of CAG and ranking information
NEXT REVIEW:	January 2021

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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 came 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 Compliance Officer, protectingdata@oxcoll.com, attaching a copy of the Data Access Request Form, found overleaf.

You also have the right to:

- be informed
- have access to your personal data held by OIC
- object to or restrict processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- have inaccurate personal data rectified, blocked, erased or destroyed; and
- rights related to automated decision making

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/>

DATE ACCESS REQUEST FORM

Full Name:	
Full Name of person(s) whose data you are requesting (if different)	
Relationship to person(s) whose data you are requesting (if not your own data)	
Current Student(s):	Yes / No
➤ If 'No' date of joining OIC	
➤ If 'No' date of leaving OIC	
Please give details here of any specific information you wish to request (optional):	
Reason for your data access request (optional):	
Preferred means of receiving your data:	Post / email
Full postal or email address (as applicable)	
Signature:	

We aim to fulfil all Data Access Requests within 1 month 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.

CENTRE ASSESSED GRADE (CAG) INFORMATION: AUGUST 2020 GRADES ONLY

Due to the Covid-19 pandemic and subsequent lockdown within the UK all public examinations were cancelled. As a result of this, grades were submitted by the teaching institution to the awarding body, centre assessed grades, where they would then be moderated and decisions on final grades to be awarded were made.

After formal results are released on Thursday 13th of August 2020 students will have the right to request their centre assessed grades. Within each CAG, students are ranked. Government guidance is that students may request the ranking they received but that this is at the teaching institutions discretion. Students are, however, not entitled to know the number of students within any grades ranking pool, as this could inadvertently lead to a breach of another student's data.

If you wish to request your request your CAG please request via the Examinations team. For your CAG ranking please fill out the below form and submit to protectingdata@oxcoll.com

Full Name:	
Date of Birth:	
Examination Name:	
Ranking requested	Yes / No
Examination Name:	
Ranking requested	Yes / No
Examination Name:	
Ranking requested	Yes / No
Examination Name:	
Ranking requested	Yes / No
Examination Name:	
Ranking requested	Yes / No
email address	
Signature:	

FURTHER INFORMATION

For further information about Data Access Requests at OIC please speak with OIC's Compliance Officer.

protectingdata@oxcoll.com

Oxford International College

1 London Place

OX4 1BD