

OXFORD INTERNATIONAL COLLEGE BRIGHTON

PRIVACY NOTICE FOR STUDENTS

INTRODUCTION

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about **students at OIC Brighton** like you.

We, Oxford International College Brighton, are the 'data controller' for the purposes of UK data protection law.

THE PERSONAL DATA WE HOLD

We hold some personal information (data) about you to make sure we can help you learn and look after you at College.

For the same reasons, we get information about you from some other places too – such as other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details
- Your test results, details about your learning and what you have achieved at College
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use College computers and other IT and communications systems

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, such as your ethnic background or any special educational needs (SEN)
- Information about any medical conditions you have
- Photographs and CCTV images

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

WHY WE USE THIS DATA

We use the data listed above to:

- Get in touch with you and your parents or carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the College as a whole is performing
- Look after your wellbeing and keep you safe
- Make sure our computers and other College systems and equipment are used appropriately, legally and safely
- Answer your questions and complaints
- Publish statistics, for example, about the number of students at OIC Brighton
- Meet legal requirements placed upon us, including UKVI compliance for international boarders

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so. Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

USE OF YOUR PERSONAL DATA FOR MARKETING PURPOSES

We will use MS Teams and your College email address to share with you information about events, news, services and charitable causes relating to your time in the College.

We will seek your permission to use your photographs and footage in marketing campaigns promoting the activities of the College.

If you are unsure about the use of your data for marketing purposes, please speak to Deputy Principal Pastoral and Wellbeing, Jonno Melia, or Director of Admissions and Marketing, Joanna Clarke.

FILTERING AND MONITORING

While you're in College and using College wifi, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws
- Comply with our policies (e.g. safeguarding policy, IT acceptable use policy)
- Keep our network(s) and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network(s)
- Protect your welfare

SENSITIVE PERSONAL INFORMATION

We only collect and use more sensitive personal information when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

COLLECTING YOUR DATA

We will only collect and use your personal information when the law allows us to. While most of the information we collect about you is mandatory (i.e. you have to give us the information), there is some information that you can choose whether or not to provide to us.

Whenever we want to collect information from you, we make it clear whether you have to give us this information (and if so, what the possible consequences are of not doing that), or whether you have a choice.

Most of the data we hold about you will come from you or your parents/carers, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education (DfE)
- The Home Office
- Educational Agents

HOW WE STORE THIS DATA

We keep personal information about you while you're attending OIC Brighton. We may also keep it after you stop attending our College, if this is necessary to comply with our legal obligations or to meet our regulatory requirements.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed, or disclosed (given or told to someone else).

We'll dispose of your personal data securely when we no longer have a legal requirement to retain it.

You can request access to your personal data by contacting the Principal or Data Protection Officer.

WHO WE SHARE DATA WITH

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Schools that you may attend after leaving us
- Our local authority, Brighton and Hove, because we have to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Youth support services provider
- Our regulator, the ISI
- Department for Education
- Suppliers and service providers, which may include:
 - o Unifrog
 - o ISAMS
 - o Involve
 - o IQ (Abacus House)
 - o Independent Schools Council
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

SHARING DATA WITH THE DEPARTMENT FOR EDUCATION (DFE)

We have to share information about you with the Department for Education (a government department) either directly or via our local authority, via various statutory data collections.

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives

- Monitor how well the education system is working and how well our College is doing in terms of educating our students
- Support research

The information shared with the Department for Education about you could include:

- Your name and address
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services
- What you have done since finishing school

Please note: this list is not exhaustive.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

YOUR RIGHTS

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding it, how we are using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us via your house parent or strategy tutor.

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not used your information in the right way
- Claim compensation if the data protection rules are broken and this harms you in some way

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

To exercise any of these rights, please contact us at enquiries@oicbrighton.com

COMPLAINTS

You can use OIC Brighton Complaints Policy to raise a concern about how we collect and use personal information.

We take any complaints about how we collect and use personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting Deputy Principal Pastoral and Wellbeing, Jonno Melia, at any time.

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Our Data Protection Lead is: Mr Jonno Melia: jonno.melia@oicbrighton.com