

Privacy Policy

ICD Partnership Ltd t/a International College Dundee has written this Privacy Notice to explain how we keep your data safe and respect your privacy. Below you will find information explaining how we do this: what data we process about you, why we process that data and the legal bases for processing that data.

ICD Partnership Ltd t/as International College Dundee is the data controller. If you have any questions please contact us:

Data Compliance Manager
Oxford International Education Group
259 Greenwich High Road
London SE10 8NB

protectingdata@oxfordinternational.com

We have appointed a Data Protection Officer whose role is to inform and advise us about, and to ensure that we remain compliant with, data protection legislation. The Data Protection Officer should be your first point of contact if you have any queries or concerns about your personal data.

Our current Data Protection Officer is Bulletproof Cyber Ltd who can be contacted as follows:

Address: Units H/J/K Arlington Business Park, Gateway 1000, Whittle Way, Herts, SG1 2FP; Phone number: 01438500090; Email address:

dposupport@bulletproof.co.uk

Under certain circumstances, you may have certain rights regarding how your personal data is used and kept safe, including the right to:

Right of Access: You have the right to a copy of the information we hold about you.

Right to Object: You may object to the use of personal data if it would cause, or is causing, damage or distress. You have the right to object to any decisions taken using automated processes. You also you have the right to object to certain types of processing such as direct marketing.

Right to be Forgotten: Under certain circumstances, you can ask for the data we hold about you to be deleted from our systems.

Right to Rectification: If data we hold about you is inaccurate or incomplete, you have the right to correct or complete that data.

Right to Restriction of Processing: Where certain conditions apply you have a right to restrict the processing of data.

Right of Portability: You have the right to have the data we hold about you transferred to another organisation.

Some of these rights may not apply where we are legally obliged to keep or share your personal data. If you wish to exercise any of these rights, please contact our Data Compliance Manager (see below).

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please email our Data Compliance Manager protectingdata@oxfordinternational.com. You can also contact our DPO at the address listed above (dposupport@bulletproof.co.uk)

Office in the UK via the options listed below, although we would be grateful for the opportunity to address your concerns before you contact the ICO.

How to contact the ICO:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call +44 303 123 1113

Wilmslow, Cheshire, SK9 5AF, UK



any special
educational needs,
special
requirements or
disabilities

To provide appropriate



dietary requirements

Where you have given us consent

Your educational records and test or exam results from International College Dundee

To manage your progress while studying with us



safeguarding or child protection records and any problems or issues you may have had	
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Details of any behaviour issues or exclusions	To manage discipline in the schools	Necessary for our legitimate interests (to manage school discipline)
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Images	For maintaining security	Necessary for our legitimate interest (for keeping our staff and students safe)
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	For marketing our services	
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Data about your use of information and communications systems, including Internet use	To meet our safeguarding obligations	Compliance with a legal obligation
	To administer and protect the school	Necessary for our legitimate interests (to secure our buildings)

Where we have obtained consent to use student data, this consent may be



Regulatory bodies, such as
Ofsted or the British
Council

To comply with regulatory inspections



Service providers

Details of students you
have sent to us

To administer our business,
to manage agreed
recruitment targets

Fulfilment of a contract
with you

Your personal information may be stored and processed outside of the country where it is collected, including outside of the European Economic Area.

We will only transfer personal data to a country or territory outside the European Economic Area:

- where the transfer is to a place that is regarded by the European Commission as providing adequate protection for your Personal Information; or

- where we have put in place appropriate safeguards to ensure that your Personal Information is protected (for example where both parties involved in the transfer have signed standard data protection

The table below shows the data that we process about applicants, the reasons for processing this data and the lawful bases for processing this data.

Details that appear on CVs and cover letters such as names, address and date of birth, education/professional qualifications	To assess your suitability for the role you have applied for and for progressing your application	To perform an employment contract with you, in the event you are successful
Interview notes/results from assessments	To assess your suitability for the role you have applied for	Necessary for our legitimate



role you have applied for


Salary, benefits and bonus information	For the purposes of making an offer of employment	To perform an employment contract with you, in the event you are successful
We may also collect data sensitive personal information such as your race or ethnicity, religious beliefs, disability, sexual orientation	For equal opportunities monitoring	Where you have given us consent
If we need to make reasonable adjustments as part of the recruitment process	For the purposes of ensuring a fair selection process	Where you have given us consent

Where we have obtained consent to use applicant data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

WHEN DO WE SHARE JOB APPLICANT DATA?

When it is legally necessary, or allowed under data protection law, we may need to share information about you with the organisations listed in the table below, for the listed reasons.





Qualifications and
employment records,
including work history, job
titles, working hours,
training records and



WHEN DO WE SHARE EMPLOYEE DATA?


When it is legally necessary, or allowed under data protection law, we may need to share information about you with the organisations listed in the table below, for the listed reasons.





Telephone number, email address, postal address	To administer our relationship with you	Necessary for our legitimate interests (to manage the workforce)
Bank account details, National Insurance number, tax status information	To process payments	Fulfilment of a contract with you
	To provide tax and related data to HMRC	Compliance with a legal obligation
References	To facilitate safe our safeguarding obligations towards pupils	Compliance with a legal obligation
Images	To fulfil our contractual obligations with you	Compliance with a legal obligation
Criminal record information	To meet our safeguarding obligations	Compliance with a legal obligation

Where we have obtained consent to use Homestay Provider data, this



The Local Education Authority

To meet our obligations for sharing data with the government

Government departments

To meet our legal obligations on matters such as tax and social security

Regulatory bodies, such as Ofsted or the British Council

To comply with regulatory inspections

Our auditors

For carrying out legal audits of company accounts

Police forces, courts, tribunals

For dealing with legal issues



