

Privacy Policy

LIPC Partnership Ltd trading as De Montfort University International College is a division operated by Oxford International Education Group

LIPC Partnership Ltd t/a De Montfort University International College has written this Privacy Notice to explain how we keep your data safe and respect

Your Rights

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).

Complaints

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)

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PRIVACY NOTICE FOR STUDENTS, PARENTS AND GUARDIANS

The table below shows the data that we process about students, the reasons for processing this data and the lawful bases for processing this data. Cells marked with an asterisk (*) indicate that parent or guardian data may also be processed in the same way, where a student requires parental consent.

| The data or type of data we process | The purpose of processing that data | The lawful bases for processing this data |
|-------------------------------------|-------------------------------------|---|
|-------------------------------------|-------------------------------------|---|

| The data or type of data we process | The purpose of processing that data | The lawful bases for processing this data |
|---|--|---|
| any special educational needs, special requirements or disabilities | To provide appropriate information and assistance for you | Compliance with a legal obligation Where you have given us consent |
| Next of kin and emergency contact numbers | To contact your family or close friends in the event of an emergency | To protect your vital interests |
| Your passport, BRP and visa details | To meet government immigration regulations | Compliance with a legal obligation |
| Bank account details* | To manage payments and refunds | Fulfilment of a contract with you |
| Your educational records and test or exam results from previous schools | To offer you the most appropriate courses | Fulfilment of a contract with you |
| Your medical information, including medications you take, allergies and | To help you manage your health while you are with us | Fulfilment of a contract with you Compliance with a legal obligation |

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| The data or type of data we process | The purpose of processing that data | The lawful bases for processing this data |
|---|--------------------------------------|---|
| CCTV footage* | For security management | Necessary for our legitimate interests (to maintain building and personal security) |
| 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 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 STUDENT, PARENT OR GUARDIAN 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.

| Organisation Name | The Reason for Sharing |
|---|---|
| Oxford International Education and Travel Ltd | For our central Finance team to manage student data on behalf of LIPC Partnership Ltd |

Organisation Name

The Reason for Sharing

The Department for
Education

To provide data on international and
domestic students

The Local Education
Authority

Organisation Name

The data or type of data we process

The purpose of processing that data

The lawful bases for processing this data

up-to-date information so you can provide accurate information to potential students

Joining information, references

To register your agency with De Montfort University International College

Necessary for our legitimate shared interests

| The data or type of data we process | The purpose of processing that data | The lawful bases for processing this data |
|---|---|---|
| Financial details, bank account information, commission agreements, payment records | To administer our business, to make commission payments | Fulfilment of a contract with you |

Where we have obtained consent to use agent 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 AGENT 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.

| Organisation Name | The Reason for Sharing |
|-------------------|------------------------|
|-------------------|------------------------|

STORING AGENT DATA

We will keep personal information about you while you are an active agent. We create and maintain records for each agent. The information contained in these records is kept secure and is only used for purposes directly relevant to your position as an agent for Oxford International. Once your time as an agent with us has ended, we will retain this file and delete the information in it in accordance with our Data Retention Policy.

PRIVACY NOTICE FOR JOB APPLICANTS

This privacy notice explains how we collect, store and use personal data about applicants. LIPC Partnership Ltd t/as De Montfort University International College is the data controller.

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.

| The data or type of data we process | The purpose of processing that data | 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 interests (to make recruitment decisions) |



The data or type of data
we process

The purpose of
processing that
data

We will keep personal information about you while you are an active applicant. We create and maintain files for each applicant. The information contained in these files is kept secure and is only used for purposes directly relevant to your position as an applicant. Once the application process is finished, we will retain this file if your application is successful in accordance with our Staff Privacy Notice, or delete it after 12 months, in accordance with our Data Retention Policy.

PRIVACY NOTICE FOR EMPLOYEES

This privacy notice explains how we collect, store and use personal data about employees. LIPC Partnership Ltd t/as De Montfort University International College is the 'data controller' for the purposes of data protection law.

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

| The data or type of data we process | The purpose of processing that data | The lawful bases for processing this data |
|---|---|--|
| Name, date of birth, gender | To administer our relationship with you | Fulfilment of a contract with you |
| Telephone number, email address, postal address | To administer our relationship with you | Necessary for our legitimate interests (to manage the workforce) |
| Next of kin and emergency contact numbers | To contact family or close friends in the event of an emergency | To protect your vital interests |







Organisation Name

The Reason for Sharing

Government departments

the above does not apply but we are still legal