

Privacy Policy  
Bradford International College Ltd trading as



## 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
Your name, date of birth, gender, addresses, email addresses and phone numbers. Your relationship to the student*	To identify you to communicate with you  for marketing purposes  For Debt collection purposes	Fulfilment of a contract with you  Where you have given us consent  Necessary for our legitimate interest (to promote our schools and our educational activities)  Necessary for our legitimate interests (for the running of our business)
Your nationality, ethnic background,		Fulfilment of a contract with you

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





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Where we have obtained consent to use student data, this consent may be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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 Bradford International College Ltd

Organisation Name	The Reason for Sharing
The Department for Education	To provide data on international and domestic students
The Local Education Authority	To provide data on international and domestic students
Regulatory bodies, such as Ofsted or the British Council	To comply with regulatory inspections
Service providers	For running surveys, providing taxi or excursion services, providing security services, debt collection
Financial organisations*	For processing payments
Our auditors	For carrying out legal audits of company accounts
Health and social welfare organisations	To manage student wellbeing
Professional advisers and consultants	To assist us in developing our business
Police forces, courts, tribunals*	For dealing with legal issues
Your family and representatives	To share details of your academic progress or to tell them about attendance or behaviour issues or for debt collection



Organisation Name	The Reason for Sharing
Exam Boards	To enter you for exams
UCAS	To enable you to apply to universities in the UK
Marketing services, such as those offered by Facebook	To identify other p 0.188 G(T)-12(o)-(h)-102702



The data or type of data we process

The purpose of processing that data

The lawful bases for processing this data

to ensure you have up-to-date information so you can provide accurate

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
Oxford International Education and Travel Ltd and other group companies	For internal reporting and auditing
The Department for Education	To provide data on international students
Regulatory bodies, such as Ofsted or the British Council	to comply with regulatory inspections
Service providers	For running surveys
Financial organisations	For processing payments



## 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

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
References from former employers	A pre-employment suitability for the role you have applied for	Necessary for our legitimate interests (to make recruitment decisions)
Right to work information	To assess your eligibility for the role you have	





Organisation Name

The Reason for Sharing

Professional advisers and



The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Bank account details, payroll records, National Insurance number, tax status information, salary, annual leave, pension & benefits information, marital status	To process salary payments	Fulfilment of a contract with you
	To provide tax and related data to HMRC	Compliance with a legal obligation
Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process	To administer the business	Necessary for our legitimate interests (recruitment)
	To facilitate safe recruitment, as part of our safeguarding obligations towards pupils	Compliance with a legal obligation
Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships	To administer our business	Necessary for our legitimate interests (to manage the workforce)
Performance information; outcomes of any disciplinary and/or grievance procedures; absence data	To administer our business	Fulfilment of a contract with you
		Necessary for our legitimate interests (to



The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
information and communications systems, including Internet use	To administer and protect the business	Necessary for our legitimate interests (to secure our buildings)
Criminal record information	To meet our safeguarding obligations	Compliance with a legal obligation
Medical and disability information	To administer our relationship with you (in relation to sick pay, occupational health, making reasonable adjustments and complying with H&S law)	Fulfilment of a contract with you Compliance with a legal obligation

Where we have obtained consent to use employee 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 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.

Organisation Name	The Reason for Sharing
The Department for Education	To meet our obligations for sharing data with the government

Organisation Name	The Reason for Sharing
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







Organisation Name	The Reason for Sharing
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
Security providers	For DBS checking services
Students, parents and agents	To fulfil our contractual obligations with you when making a booking

## TRANSFERRING HOMESTAY PROVIDER DATA INTERNATIONALLY

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 clauses adopted by the European Commission); or

the above does not apply but we are still legally permitted to do so, for example if the transfer is necessary for the establishment, exercise or defence of legal claims.

You can request further detail about the safeguards that we have in place in respect of transfers of Personal Information outside of the EEA and where applicable a copy of the standard data protection clauses that we have in place, by contacting us at [protectingdata@oxfordinternational.com](mailto:protectingdata@oxfordinternational.com)

#### STORING HOMESTAY PROVIDER DATA

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