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

<u>protectingdata@oxfordinternational.com</u>. You can also contact our DPO at the address listed above (<u>dposupport@bulletproof.co.uk</u>)

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
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	To identify you to communicate with you	Fulfilment of a contract with you
student*	For marketing purposes	Where you have given us consent
		Necessary for our legitimate interest (to promote our schools and our educational activities)
	For Debt collection purposes	Necessary for our legitimate interests (for the running of our business)
Your nationality, ethnic background, any special educational needs,	To provide appropriate information and assistance for you	Fulfilment of a contract with you
special requirements or disabilities		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

The data or type of data we process

The purpose of processing that data

The lawful bases for processing this data

manage school discipline

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
		prospective students/parents what we do here)
CCTV footage*		

Organisation Name

The Reason for Sharing

The Department for Education

where applicable a copy of the standard data protection clauses that we have in place, by contacting us at protectingdata@oxfordinternational.com

STORING STUDENT, PARENT AND GUARDIAN DATA

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

PRIVACY NOTICE FOR AGENTS

This privacy notice explains how we collect, store and use personal data about agents. Kent International College Limited t/as University of Kent International College (UKIC) is the data controller.

The table below shows the data that we process about agents 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 data or type of data we process

The purpose of processing that data

The lawful bases for processing this data

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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

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. Kent International College Limited t/as University of Kent International College (UKIC) 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)
References from former employers	A pre-employment check to assess your 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 applied for	Compliance with a legal obligation
Pre-employment checks such as criminal record checks	A pre-employment check to assess your suitability for the	Compliance with a legal checks

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





The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Data about your use of information and	To meet our safeguarding obligations	Compliance with a legal obligation
communications systems, including Internet use	To administer and protect the business	Necessary for our legitimate interests (to secure our buildings)
Oriminal record information	To meet our safeguarding obligations	Compliance with a legal obligation

Organisation Name	The Reason for Sharing
	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
Service providers	Such as companies that ru[)]4 543.31 /P

Organisation Name	The Reason for Sharing
Other employers	To provide an employment reference on your behalf and where you have given your consent to the prospective employer to contact University of Kent International College.

Changes to our Privacy Policy

We may update our Privacy Policy from time to time and we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page which will become effective immediately.

Contact us

If you have any questions, concerns or would like more informatitit us