

## **Data Protection Policy**

### Introduction

OCE needs to keep certain personal data, for example about its staff and students, to fulfil its purpose and to meet its legal obligations to funding bodies and government. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, OCE must comply with the Data Protection Principles which are set out in the Data Protection Act 2018.

### **Principles**

Personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept secure from unauthorized access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

OCE and all its staff who process or use personal information must ensure that they follow these principles always. To ensure that this happens, OCE has developed this Data Protection Policy.

### **Status of the Policy**

This policy has been approved by the OCE College Board and any breach will be taken seriously and may result in more formal action.

Any member of staff or student who considers that the policy has not been followed in respect of personal data about themselves should raise the matter with their Head of Department or OCE Data Protection Officer in the first instance.

### Notification of Data Held and Processed

- All staff, students and other users are entitled to
- Ask what information OCE holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed what OCE is doing to comply with its obligations under the Data Protection Act 2018

## Responsibilities of Staff and Students

All staff and students are responsible for:

- Checking that any personal data that they provide to OCE is accurate and up to date.
- Informing OCE of any changes to information which they have provided, e.g. changes of address.
- Checking any information that OCE may send out from time to time, giving details of information that is being kept and processed.

If, as part of their responsibilities, staff collect information about other people (e.g. about student's course work or personal circumstances, or about members of staff in their department or research group), they must comply with the Policy.

Students who use OCE computer facilities may, from time to time, process personal data. If they do so they must notify OCE Data Controller.

## Data Security

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted. All staff are responsible for ensuring that:

- Any personal data which they hold is kept securely
- Personal information is not disclosed either orally or in writing or otherwise to any unauthorized third party.

## Rights to Access Information

Staff and students and other users of OCE have the right to access any personal data that is being kept about them on computer and have access to paper-based data held in certain manual filing systems. Any person who wishes to exercise this right should make the request in writing to OCE's Data Protection Officer, using the standard Data Protection Enquiry/Subject Access Request Form. OCE will make a charge on each occasion that access is requested.

OCE aims to comply with requests for access to personal information as quickly as possible but will ensure that it is provided within 40 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

## Publication of College Information

Information that is already in the public domain is exempt from the Data Protection Act 2018. This would include, for example, information on staff contained within externally circulated publications

such as OCE Calendar. Any individual who has good reason for wishing details in such publications to remain confidential should contact OCE Data Protection Officer.

### **Subject Consent**

The need to process data for normal purposes has been communicated to all staff, and to students at registration. In some cases, if the data is sensitive, for example information about health, race or gender, express consent to process the data must be obtained. Processing may be necessary to operate OCE policies, such as health and safety and equal opportunities.

### **Retention of Data**

OCE will keep some forms of information for longer than others. OCE has a Records Retention Schedule, which can be obtained via the administration office.

### **OCE's Designated Data Controller**

OCE is the data controller under the Act and is therefore ultimately responsible for implementation. However, day to day matters will be dealt with by OCE Data Protection Officer. Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with OCE Data Controller.

College has registered with ICO (Information Commissioner's Office).

### **Privacy notice for enquirers**

This privacy notice relates to people making enquiries about studying at the Oxford College of Education, whose enquiry is handled by the course enquiries team.

We collect and processes personal data relating to you. OCE is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations (GDPR).

If you are under the age of 16, you should not provide us with personal information. This is because the service provided by the course enquiries team is directed at students aged 16 and over.

Please contact us if you have any concern about your personal data

[admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

## **What information does the Oxford college of education collect?**

- Your name
- your email addresses.
- Mobile
- Address
- Your date of birth (your date of birth only to ensure we have a unique record for you, we will not use it for anything else).

If you are a current applicant, we may request additional information from you, for example, your applicant ID number, to enable us to identify your application record correctly.

personal information is collected on our website, for instance through a web form, we are committed to protecting and respecting your privacy.

## **How your data is held?**

- physical file kept in secure and locked
- soft copy stays college PC only
- only authorised person got access for the email

## **Why we collect your data**

Student: For the admission purpose,

Others: helps us personalise our communications,

## **How we collect your data**

We do this in several ways - including when you share your information with us by

- Filling online form,
- Order a prospectus,
- Make an enquiry,
- Apply for a course.
- WhatsApp,
- Facebook,
- IMO,
- Viber,
- Or physical form,
- We treat your data with the utmost care and take the appropriate steps to protect it.

**Who has access to data?**

- Only authorised staffs can assess your file (Principal / director /HR / Head of Admission Board)

**How long we will keep your data?**

The course enquiries team will keep your data for three years. This enables us to match your enquiry should you contact us with a further enquiry.

If you go on to apply or study with us, relevant teams in the college may retain your enquiry under application and student privacy policies.

**The right to complain to the ICO**

If you are unsatisfied with the way the college has processed your personal data, or have any questions or concerns about your data please contact [admissions@oxfordce.co.uk](mailto:admissions@oxfordce.co.uk)

If we are not able to resolve the issue to your satisfaction, you have the right to apply to the Information Commissioner's Office (ICO).

[www.ico.org.uk](http://www.ico.org.uk)

## **Policy updated in May 2018**