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Data Protection Policy

Policy statement

Oxfordian College is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers staff and others in accordance with The Data Protection Act 1998. The policy applies to all staff at Oxfordian College. Any breach of The Data Protection Act 1998 or Oxfordian College’s Data Protection Policy is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with the Oxfordian College and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – voluntary and community group members and staff must have the right to copies of their own data.

Managing Data Protection

We will ensure that our details are registered with the Information Commissioner.

Purpose of data held by Oxfordian College

Data may be held by us for the following purposes: Please note this list does not cover all reasons Oxfordian College may keep your data. For a full list please consult the centre manager.

1. Staff Administration
2. Registration with awarding bodies
3. Accounts & Records
4. Advertising, Marketing & Public Relations
5. Information and Databank Administration
6. Research

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