



OXFORD COLLEGE

Company Number: 14552808

Address: 5 Brayford Square, London, E1 0SG

Phone: +44 77 2 77 33 55 8

Email: info@oxford.edu.eu

Date: 21 May 2025

PRIVACY POLICY

PRIVACY POLICY

1. INTRODUCTION

Oxford College Ltd is committed to safeguarding the personal information of students, staff, applicants, and all other stakeholders. This Privacy Policy outlines how we collect, use, store, and protect your data in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

2. PURPOSE

The policy aims to:

- Communicate clearly how and why we use personal data.
- Ensure transparency, accountability, and compliance with legal obligations.
- Explain individuals' rights in relation to their personal data.

3. SCOPE

This policy applies to:

- All personal data processed by the college, in both digital and paper formats.
- All staff, students, service users, contractors, and other stakeholders.

4. DATA WE COLLECT

We may collect and process the following personal data:

- Identity information: Name, date of birth, ID numbers
- Contact information: Address, phone, email
- Academic and employment history
- Health and disability disclosures (if necessary)
- Payment and financial details
- IP addresses and website usage data

5. HOW DATA IS COLLECTED

Personal data may be collected through:

- Enrolment and application forms
- Communications via email, phone, or forms
- Use of college systems, portals, and websites

- Attendance, assessments, and progression tracking
- Events and service interactions

6. LEGAL BASIS FOR PROCESSING

We process data based on:

- Consent
- Contractual necessity
- Legal obligation
- Legitimate interests
- Vital interests (e.g. in emergencies)

7. PURPOSES OF DATA USE

Data is used to:

- Administer applications, enrolment, and course delivery
- Provide academic, administrative, and support services
- Monitor and report on learner performance and attendance
- Fulfil legal and regulatory reporting obligations
- Improve services through analytics and feedback

8. DATA SHARING

We may share personal data with:

- Awarding organisations
- Regulatory bodies
- Technology and administrative service providers
- Law enforcement or public authorities (where required by law)

We do not sell or lease personal data to third parties.

9. DATA SECURITY

We use technical and organisational measures to keep data secure, including:

- Encrypted servers and databases
- Password-protected systems and role-based access
- Physical security measures for paper records
- Regular audits and staff training

10. DATA RETENTION

Personal data is retained for no longer than necessary and in line with our retention schedule. When no longer required, data is securely deleted or anonymised.

11. YOUR RIGHTS

You have the right to:

- Access your data
- Request correction or deletion
- Object to or restrict processing

- Data portability
- Withdraw consent (if applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

12. COOKIES AND WEBSITE ANALYTICS

Our website uses cookies for performance tracking and service improvement. Please see our separate Cookie Policy for details.

13. CONTACT

For queries or to exercise your rights, contact:

Data Protection Officer

Oxford College Ltd

Email: info@oxford.edu.eu

14. REVIEW

This policy is reviewed annually or following legislative or operational changes.

Approved by:

Principal, Oxford College Ltd

Date: 21 May 2025