

Privacy Notice



Registered Charity No. 1184474

1. Background

This Privacy Notice contains all the information you need to know about how and why we collect, store, transfer and use your personal data. It also explains your rights and obligations in relation to your data.

It is in your interest to read this privacy notice as it contains important information on how and why we are using your data and what will do with it after you have left the school, **Oxford Japanese School (OJS)**. OJS will be the Data Controller of any data that you supply to us.

2. GDPR Data Protection Principle

We comply with UK data protection law and GDPR. This says that any data we hold about you must be:

- Used lawfully and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any other way
- Relevant to the purposes that we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

3. The different types of data we hold and why we hold them

3.1. Types of data

Type of Data	Details
Student Personal Data	Student ID Number Name Date of Birth Home Address
Parent/Guardian Personal Data	Name Phone Number Contact Email Address Relationship with the student *we require primary and secondary contact details
Other Data	Student's Main School Name Student's Medical Information (if necessary) Attainment Data Attendance Records

3.2. Reasons for holding all this data

Type of Data	Reasons
Student Personal Data	To support pupil learning in class and communicate about lesson contents in/outside class
Parent Contact/Personal Data	To report pupil attainment progress in class and process lesson fee related matters as well as for general communication regarding school matters
Other Data	To provide lessons suitable for the student and keep children safe

3.3. Legal basis for processing your data

- You are consenting to providing it to us; and / or,
- Processing is necessary for the performance of our educational task

3.4. Special Category Data

We will not collect sensitive data such as; racial or ethnic origin, political opinions, religious or philosophical beliefs.

4. Collecting pupil information

We obtain pupil information via admissions form before the pupil's schooling starts. We also collect pupil attainment data and attendance records in class.

5. Data Sharing

It will not be shared with any third parties unless it is required by law. We will also provide your data for the purposes of safeguarding your child.

6. Data Security

Data will be stored in Google Drive, for which OJS has a security agreement.

We have put in place measures to limit access to your data only to OJS staff.

We have put in place appropriate security measures to prevent your Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

7. Data Retention

We do have legal obligations to keep your Data even after you have left, for example, under legal requirements from HMRC. We keep the personal data you provide us with **while you remain as our student and for one year after withdrawal**. We keep the information in case of any issues that need resolving and then dispose of, or anonymise, your information, unless otherwise explicitly agreed with yourself, by deleting them from our database.

The following information will be retained after the above mentioned period.

- Student ID Number
- Initialised Student Name
- Date of Birth
- Admission Date and Withdrawal Date
- Main School Name at the time of withdrawal

We use the information for internal management analyses.

8. Your rights in relation to your data

It is important that you know what rights you have in relation to your data.

8.1. Right to Request Access

You have the right to request that we provide you with a copy of the data we hold about you and to check that we are lawfully processing it.

8.2. Right to Request Correction

You have the right to request that inaccurate or incomplete data be corrected. We rely on you to ensure that you provide us with details of any changes in your personal circumstances.

8.3. Right to Object Processing

Where we are processing data only on the basis that it is necessary for our legitimate interests (see above section 3.2), you have the right to object to that processing and it is then for us to establish whether your interests and fundamental rights override those interests.

8.4. Right of Erasure

You have the right to request that we delete your data where there is no good reason for us continuing to process it. You will appreciate that much of your data is essential for us to be able to provide you with our service. For instance, we may not be able to provide our educational services that meet our standard quality, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of your child). This right mainly applies when you have objected to processing (see section 7.3 above) or you are withdrawing your consent.

8.5. Right of Restrict Processing

You have the right to ask us to suspend processing your data whilst its accuracy or reason for processing is established.

8.6. Right of Data Portability

You have the right to ask that we transfer the information you gave us to another organisation, or to you in certain circumstances.

9. Automated Processing (including Profiling) and Automated Decision-Making

We can confirm that your data is not subject to any automated processing including profiling, or any automated decision making.

10. Contact Details

You can contact us via the following email address if you have any concerns.

Name: Oxford Japanese School

Postal Address: 63 Hamilton Road, Oxford OX2 7QA

Email: mc@ojs.org.uk