



## Oxford's Independent Business School

---

### PRIVACY STATEMENT 2018

1. Scope: All data subjects whose personal data is collected, in line with the requirements of the GDPR.
2. Responsibilities
  - 2.1 The Data Protection Officer (DPO) is responsible for ensuring that this notice is made available to data subjects prior to [Organisation Name] collecting/processing their personal data.
  - 2.2 All Employees/Staff of Magna Carta College Ltd who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

### 3. Privacy notice

#### 3.1 Who are we?

Magna Carta College Ltd, is a private higher education provider, offering undergraduate and postgraduate level courses.

Our DPO and data protection representatives can be contacted directly here:

- [dop@magnacartacollege.ac.uk](mailto:dop@magnacartacollege.ac.uk)
- +44 0 1865987139

The personal data we would like to collect from you is:

Personal data type:	Source (where Magna Carta College Ltd obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):
Name, Current Address, ID (Passport details) Date of Birth, NI number, education qualification certificates, employer references.	

The personal data we collect will be used for the following purposes:



## Oxford's Independent Business School

- Application for any of our online courses
- Employment

Our legal basis for processing for the personal data:

- Validation of information for application to online courses in association with providing bodies
- Validation of information for employment and HMRC
- 

The special categories of personal data concerned are:

- Racial
- Ethnic Origin
- Other
- 

### 3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Magna Carta College Ltd to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting the DPO and confirming withdrawal in a signed letter.

### 3.3 Disclosure

Magna Carta College will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Third country (non-EU)/international organisation	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
Organisation Name & geographic location		
Providing bodies in the UK	Secure on CRM	
HMRC	Secure on CRM	
Relevant government bodies	Secure on CRM	

### 3.4 Retention period

Magna Carta College will process personal data and will store the personal data for three (3) years, as determined by education providers.



## Oxford's Independent Business School

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Magna Carta College Ltd refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Magna Carta College Ltd (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Magna Carta College Ltd DPO.

The details for each of these contacts are:

	Supervisory authority contact details	[Data Protection Officer (DPO)] / [GDPR Owner] contact details
Contact Name:	Margaret Faulkner	DPO
Address line 1:	10 Innovation House,	
Address line 2:	Pure Offices	
Address line 3:	John Smith Drive	
Address line 4:	Oxford	



### Oxford's Independent Business School

Address line 5:	OX4 2JY	
Email:	dpo@magnacartacollege.ac.uk	
Telephone:	+44 0 1865987139	

#### 4. Online privacy statement

##### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

##### How we use your information

This privacy notice tells you how we, Magna Carta College Ltd will collect and use your personal data for efficient provision of our online higher education service.

##### Why does Magna Carta College Ltd need to collect and store personal data?

In order for us to provide you with our online higher education courses, we need to collect personal data for correspondence purposes and maintenance of your academic progress and results. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes, (as per the ICO PECR) Magna Carta College Ltd would contact you for additional consent.

##### Will Magna Carta College Ltd share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Magna Carta College Ltd in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide to you in pursuance of your education studies. When they no longer need your data to fulfil this service, they will dispose of the details in line with



## Oxford's Independent Business School

Magna Carta College Ltd procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### How will Magna Carta College Ltd use the personal data it collects about me?

Magna Carta College Ltd will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Magna Carta College Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### Under what circumstances will Magna Carta College Ltd contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

### Can I find out the personal data that the organisation holds about me?

Magna Carta College Ltd, at your request, can confirm what information we hold about you and how it is processed. If Magna Carta College Ltd does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of [Organisation Name] or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.



## Oxford's Independent Business School

- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

### What forms of ID will I need to provide in order to access this?

Magna Carta College accepts the following forms of ID when information on your personal data is requested: Passport, driving licence, birth certificate, utility bill (from last 3 months), etc.

### Contact details of the [Data Protection Officer (DPO)] / [GDPR Owner]:

	[Data Protection Officer (DPO)] / [GDPR Owner] contact details
Contact Name:	Margaret Faulkner
Address line 1:	10 Innovation House
Address line 2:	Pure Offices
Address line 3:	John Smith Drive
Address line 4:	Oxford
Address line 5:	OX4 2JY
Email:	dpo@magnacartacollege.ac.uk
Telephone:	+44 0 1865987139

### *Document Owner and Approval*

The DPO is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to members of staff.



## Oxford's Independent Business School

Signature:

Date: 1<sup>st</sup> April 2018

### Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	MSF	01/04/2018

