



PRIVACY NOTICE AND POLICY

References:

[Data Protection Act 1998](#) (DPA)

[General Data Protection Regulation Act 2018](#) (GDPR)

[OMS Data Protection Policy](#)

Oxford Millwood School (OMS) updates its privacy policy regularly so it is easier to understand and so that it complies with the latest UK data protection legislation. OMS and Blenheim Schools are committed to protecting the personal data that it processes and respecting the rights and privacy of all individuals.

OMS is not changing the way it collects or uses data, we are just improving the way we describe our practice. This Privacy Notice also includes details about how the data OMS stores is managed and the rights of the individual to access or delete their data from our systems.

This Privacy Policy details:

- Why we collect, use and store information
- What information we collect, use and store

www.oxfordmillwoodschool.co.uk / admin@oxfordmillwoodschool.co.uk

Oxford Millwood Primary and Senior School & Create Holiday Club, Elsfield, OX3 9UW

- How we protect the personal data that we process
- Who we share data with
- The rights of the individual to access the personal information held
- The legal basis we rely on when processing information
- The length of time we retain information for

For more detail about the data OMS processes, please see our Data Protection Policy. Please also read our Terms & Conditions.

Why we collect, use and store information

The personal data we collect is essential for the school to fulfil its function and to meet legal requirements. The data is used to:

- Support children's teaching and learning
- Monitor and report on children's progress
- Provide appropriate pastoral care
- Assess how well the school is doing
- To keep records relating to health or welfare (such as food allergies, medical conditions)
- Issue invoices or financial statements regarding fees
- Implement safer recruiting due diligence strategies such as conducting pre-employment online searches
- Send information about events, clubs, extra curricular opportunities, holiday club and general information and marketing material about Oxford Millwood School
- Make urgent contact regarding important school matters such as emergency closure, incident at school or other urgent parental contact requirement to do with their child (such as illness while at school)
- Provide information to the Local Education Authority (Oxfordshire County Council), Department for Education, local Health Authority (in the matter of school vaccinations etc.), former or subsequent schools attended by your child and the University of Oxford for children taking University placements in our schools.
- Compile registers for class lists, Create Holiday Club, Create After School Club and extra-curricular clubs attended after school. Attendance lists can be generated from these registers for monitoring purposes.
- Share information with appropriate and specific other agencies, such as safeguarding, medical, special educational need, legal or other agency that may be involved in the care, welfare or education of a child.

What information we collect, use and store

For pupils, parents, staff, suppliers, educational bodies (including providers of educational services or software that school may utilise) or professional agencies the information we process includes:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and address)
- characteristics (such as ethnicity and language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs, support provided and information exchange with related other agencies)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended/moving on to attend)
- assessment and attainment (such as public examinations results)
- behavioural information (such as SENDCO support, exclusions and any relevant alternative provision put in place)
- reference and report information from previous schools (for pupils) or employers (in the case of OMS staff)
- financial information (such as direct debit information for parents and bank details for staff payroll or supplier payments)
- marketing information (such as cookies via the website) . OMS does not currently use cookies but it may do in future. An opt-out/unsubscribe option is clearly given on all marketing material, such as emails.

For further information please see our Data Protection Policy [HERE](#)

How we protect the information we collect, use and store

OMS is committed to ensuring all personal information is kept private, secure and fully protected.

OMS uses Google Apps as a cloud-based store of personal data. DfE guidance is explicit about the acceptability and implications of this: *“school and children’s data may be stored and controlled in the cloud by a supplier [but] responsibility for all areas of data protection compliance still rests with the particular school.”*¹. Google Apps’ self certification² in response to DfE guidance makes clear that adequate protections are in place for data storage. This policy clarifies the role played by the school in ensuring compliance.

Any Google Documents which contain personal information are only accessible to specific individuals shared into the file by name. Review is constantly carried out to ensure that any personal information that is shared is strictly on a need-to-know basis.

We do not store information on our computers - it is all cloud based storage - with the exception of the occasional file temporarily stored on the main office computer. This

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/480589/Cloud-services-software-dept-advice.pdf

computer is restricted and password protected and can only be accessed by administration staff entering correct level security.

Any sensitive data files transmitted between OMS and various other agencies, such as pupil information from previous schools or reports relating to learning that are exchanged between the school and Local Education Authority are fully encrypted to protect the data from hacking and viruses.

All OMS staff have been trained to understand the full scope of the GDPR and the Data Protection Act 1998 and will implement all necessary measures to ensure OMS fully complies with the legislation. They have also been trained for the strictest confidentiality in all interactions to ensure the security of individual's information.

Individuals are free to change the way we contact them at any time and unsubscribe and opt-out options are available on all our communications.

Who do we share data with?

- Information about children and their families is shared on a need-to-know basis with appropriate OMS staff.
- safeguarding information is shared with professional and legal agencies as required by regulation and law in the best interests of the child
- special educational need information is shared with educational bodies and professional persons/organisations as appropriate
- medical and administration information is shared on a need-to-know basis with parents, staff, professional bodies or persons as required and necessary.
- attendance information will be shared with OMS staff and regulatory bodies as required and may be shared with officials (such as the Police) or agencies (such as social services) if necessary.
- general assessment and attainment information (such as public examination results) may be publicly available via our website or in public documents but these will not contain any personal identifiers. Results that identify individual candidates will be shared with relevant teachers, candidates and parents as appropriate as well as examination boards.
- behavioural information may be shared with relevant parents, teachers, SENDCO or pastoral support staff and possibly with regulatory bodies (for exclusions etc.) and other educational establishments (such as next school etc.)
- reference and report information will be shared appropriately with parents, previous/next schools and other educational establishments, former/next employers and legal/professional bodies
- * Set up information for educational software or educational or learning support provision organisations may be shared (such as name, date of birth, username and password to access software, courses, learning systems or other educational provision) with specific educational providers. Any information provided will be encrypted and specifically tailored to the provider.
- financial information may be shared as required between OMS and parents, staff, suppliers, financial bodies (such as banks) and processing agencies (such as card processors).

- marketing information will be shared with former, existing and prospective OMS customers, staff and suppliers. OMS does not currently use cookies but it may do in future. An opt-out/unsubscribe option is clearly given on all marketing material, such as emails.
- The Government - including the Department of Education and Oxfordshire County Council - will be shared into attendance and need information for regulatory compliance. Also information about the Government grant, benefit claims, Pupil Premium, Disability Allowance, HMRC and DWP (for staff pension schemes etc.) will be relevantly exchanged. In rare instances pupil information may be supplied to the police or to crime prevention or identification agencies.

The rights of the individual to access the personal information held

As part of the new GDPR legislation, parents, pupils and staff have the right to request access to any and all information that OMS may hold on them. In certain circumstances you can also ask for information to be erased or amended.

Oxford Millwood School (OMS) is a data controller for the purposes of the Data Protection Act 1998 and GDPR. To ensure OMS complies with regulations it has appointed a Data Controller, who is the person within OMS that you should contact if you wish to make an access to data request. As of May 2025 the OMS Data Controller is:

Teresa Andrews - Bursar, Oxford Millwood School, Forest Farm, Elsfield, OX3 9UW.
Telephone: 01865 352065. Email: admin@oxfordmillwoodschool.co.uk

All parents requesting access to their child's educational record should contact the Data Controller in the first instance using the details shown above.

OMS staff and parents also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- a right to seek redress, either through the ICO, or through the courts If they have a concern about the way OMS is collecting or using personal data.

If there are any concerns regarding data protection of information or anything in this Privacy Notice requires discussion, these should be raised with OMS (Data Controller: Teresa Andrews, 01865 352062, admin@oxfordmillwoodschool.co.uk) in the first instance or directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The legal basis we rely on when processing information

All information processed by OMS is necessary for its function. Reviews will be regularly conducted at intervals of no more than 6 months assessing whether the information we process remains necessary.

CONSENT - For all personal and sensitive information, such as any data relating to children or health, race, sexual orientation, financial or other private and personal information will only be processed as necessary and with your explicit consent. Consent will also be the legal basis on which we exchange safeguarding or medical information (unless the data is a legal obligation or a public task). Individuals can change the basis of their consent at any time and alter how OMS keeps in touch with them. Unsolicited marketing materials will only be sent to individuals following opt-in explicit consent.

CONTRACT - Information obtained as necessary contract requirements for pupils or staff will be processed on the legal basis of contract under the data protection regulations. Individuals have the right to object to supplying this information or having it stored. Some information will legally be required or be necessary under legitimate interests and this data will fall under those legal basis.

LEGAL OBLIGATION - All necessary information relating to educational agencies or organisations, legal or criminal issues, data relating to attendance and any other data which constitutes a legal obligation on the part of OMS that must be met will be processed on the basis of legal obligation. Individuals have the right to delete or object to this data provision and it can be portable. OMS will rely on its legal obligation when processing this data.

LEGITIMATE INTEREST - Any information that must be necessarily exchanged with any individual, organisation or agency that OMS relates to with a legitimate interest will be exchanged on this legal basis. Data will be only that which is necessary, it will be portable and will have minimum privacy impact. This may include newsletters or updates provided to individuals that have requested information, assessment and attainment data, behavioural or report information exchanged with other schools or educational organisations. It also includes pre-recruitment checks where OMS conducts online public and social media searches on an individual to assess their suitability for employment for children's safety. Where we rely on legitimate interest as the basis of our legal right to use your data, we will make sure that we always balance these interests against the individual's rights.

How long do we keep information for?

OMS only keeps information for as long as is necessary.

Data from one-off bookings at Create Holiday Club will only be retained for 6 months following the holiday to which they relate. Where individuals log in and create an account

with OMS, this data will be kept for up to five years unless the individual informs us they no longer wish to retain that account.

Data relating to pupils and their families will mostly only be kept for three academic years following the child leaving OMS. The exceptions to this are statutory or regulatory information that we are required to retain, such as any safeguarding information. This information (safeguarding etc) will be retained until the child reaches the age of 25.

Information relating to OMS staff will be retained for 1 academic year following the termination of employment.