



**Oxford International Study Centre**  
individually designed study programmes in the heart of Oxford

## **POLICY ON HOLDING DATA**

- **We hold data for the following:**

1. Administrative and teaching staff - CV's, PAYE records, copies of formal qualifications, etc.
2. Host families - record of visits and details of the accommodation; people living in the house permanently; payment records.
3. Students - qualifications, personal details e.g. home address, progress reports and exam results.
4. All staff, both academic and residential: DBS records, references.

- **This information is kept confidentially.**

2. We hold this information for a period of 6 years, unless the person concerned informs us within 6 months that they do not wish us to maintain these records, in which case they are destroyed. All information is securely stored.