



Privacy Notice for Host Families

This privacy notice explains how we collect, store and use personal data about Host Families. Oxford International is the 'data controller' for the purposes of data protection law.

The table below shows the data that we process about Host Families, the reasons for processing this data and the lawful bases for processing this data.

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Name, date of birth, gender, marital status, occupation	To administer our relationship with you	Fulfilment of a contract with you
Telephone number, email address, postal address	To administer our relationship with you	Necessary for our legitimate interests (to manage the workforce)
Details of others living in the household (Name, date of birth, relationship to main contact, occupation) and details of regular overnight visitors (name, date of birth, relationship to main contact, where person usually resides- e.g., university, other permanent home, etc)	As part of our safeguarding obligations towards pupils	To comply with a legal obligation to keep children safe
	To process payments	Fulfilment of a contract with you



Bank account details, National Insurance number, tax status information	To provide tax and related data to HMRC	Compliance with a legal obligation
References	To facilitate safe recruitment, as part of our safeguarding obligations towards pupils	Compliance with a legal obligation
Images	To fulfil our contractual obligations with you	Compliance with a legal obligation
Criminal record information	To meet our safeguarding obligations	Compliance with a legal obligation
Medical and disability information	To fulfil our contractual obligations with you	Necessary for our legitimate interests (to meet the requirements of accrediting bodies)

Where we have obtained consent to use Host Families' data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

When do we Share Host Families' Data?

When it is legally necessary, or allowed under data protection law, we may need to share information about you with the organisations listed in the table below, for the listed reasons.

Organisation Name	The Reason for Sharing
The Local Education Authority	To meet our obligations for sharing data with the government



Government departments	To meet our legal obligations on matters such as tax and social security
Regulatory bodies, such as Ofsted or the British Council	To comply with regulatory inspections
Our auditors	For carrying out legal audits of company accounts
Police forces, courts, tribunals	For dealing with legal issues
Security providers	For DBS checking services
Students, parents and agents	To fulfil our contractual obligations with you when making a booking

Transferring Host Families' data internationally

Your personal information may be stored and processed outside of the country where it is collected, including outside of the European Economic Area. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Storing Host Families Provider Data

We will keep personal information about you while you are an active partner. We create and maintain records for each Host Family. The information contained in these records is kept secure and is only used for purposes directly relevant to your role as a Host Family for d'Overbroeck's. Once your time as a Host Family with us has ended, we will retain this file and delete the information in it in accordance with our Data Retention Policy.