

## Oakford Privacy Notice – Parent Portal

At Oakford, we are committed to delivering an exceptional service to our customers. This commitment extends to ensuring data remains secure and private. The first step in enabling you to make the choice about using one of our products or services is to understand what data we collect, why we collect it, and what we do with it. This Notice includes information about our privacy practices that are specific to Oakford's Parent Portal product. Please take the time to read this Notice and the Oakford Standard Privacy Notice, which both apply to the Parent Portal product.

### Who is responsible for the data?

Before we explain the type of data we collected, why we collect it, and what we do with it, it is important you understand the two main data roles that exist and their responsibilities:

- **The Data Controller** determines the purposes and means of processing of personal data.
- **The Data Processor** processes personal data on behalf of a data controller.

Although these two roles sound like characters from the 1982 Sci-fi film, Tron they are in fact, well documented terms in data protection legislation, including but not limited to UK and EU Data Protection Laws.

This privacy Notice covers the Parent Portal product. For this service Oakford is acting as a data processor; any Personally Identifiable Information (PII) we collect is used exclusively for delivering the core service of Parent Portal.

**Data uploaded to the Parent Portal platform including PII of school administrators remains under your control - you are the data controller.**

### Information we collect, store and/or process

To use the Parent Portal service you will need to share some information with us. In order for us to provision your account on the Parent Portal platform and provide the core service, we need the following information, some of which is PII:

- **Personal and contact details of the Parent Portal administrator**, such as title, full name, email address, telephone number;
- **Billing department contact details**, such as full name, address, telephone number, email address;

The Parent Portal system works by interacting and extracting data from your Management Information System (MIS). Parent Portal will extract and process the following information:

- **IP Address of connecting device\***
- **MAC Addresses/Hardware Addresses of connecting device\***
- **Usernames\***
- **Email Addresses\***
- Student's First Name
- Student's Middle Name(s)
- Student's Last Name
- Student's Unique Numbers
- Student's Date of Birth
- Student's Address
- Student's Gender
- Student's Registration Group
- Student's Year Group
- Student's Leaving Date

- Student's Attendance Details
- Student's Catering Details
- Student's Achievements
- Student's Behaviour Details
- Parent's First Name
- Parent's Surname
- Parent's Initials
- Parent's Contact Telephone Numbers
- Parent's Address Details
- Parent's Relationship to Child
- Parent's Email Address
- Staff Name
- Staff Initials
- Staff Surname
- Staff Contact Telephone Numbers
- Staff Email Address

### How we use your information?

Without your information, we would not be able to provide you with the Parent Portal Service.

The information collected is stored and used in the UK exclusively for the following purposes:

- Provisioning your account on the Parent Portal platform;
- Providing you with the Parent Portal service, including but not limited to:
- Extract Reports
- Billing;
- Contacting you regarding your service e.g. changes to the platform, technical support, service outages.

Data extracting and uploaded to the Parent Portal platform from your MIS is used exclusively to provide the parent portal service. Oakford will not view the specific data stored on our platform, unless related to support or maintenance activity. We are simply processing it to provide you with this service.

We do track various parameters of usage to help:

- Monitor and analyse trends and usage;
- Enhance the safety and security of our products and services;
- Verify your identity and help protect against fraud or other unauthorised or illegal activity;
- Enforce our terms, conditions and other usage policies.

### How we share information?

We share information about you in the following ways:

- **Government, regulatory bodies and law enforcement**, We may disclose your information to third parties if we determine that such disclosure is reasonably necessary to:
  - Comply with the law;
  - Protect any person from death or serious bodily injury;
  - Prevent fraud or abuse of Oakford systems or our users;
  - Protect Oakford's rights.

- In the event of a government or legal request to provide our customer's data Oakford will be vigilant, ensuring there is clear and justified reason before handing over data. We aim to be transparent, protect our customer data and provide a trusted service.
- **Oakford employees**, In order for us to provide, improve, support and protect our services, Oakford staff members may share certain information. This is undertaken in compliance with this privacy notice and the Oakford Standard Privacy Notice and can include Information about you such as:
  - your name and contact details
  - All information about any query raised
  - Other information you have consented for us to share.

**It is important to say, we are not accessing or sharing data uploaded to the Parent Portal platform. Please be aware that authorised individuals within your organisation, that are administrators on the Parent Portal platform, have the ability to access and share information.**

### How does Oakford protect your information privacy?

At Oakford, we are committed to following industry best practices when it comes to the security of your information and Parent Portal data, so much so we have a dedicated team of individuals and robots committed to keeping your information secure and private.

We are meticulous with our security controls and as an ISO27001:2013 certified organisation we continuously review the security of all our platforms to ensure only authorised and authenticated individual's access data stored in the Parent Portal platform.

Oakford complies with all relevant laws and regulations in regards to protecting customer data, including but not limited UK and EU Data Protection Laws.

### How long does Oakford keep your data?

We retain information stored on our platform for as long as needed to provide you with your subscribed services. If you cancel a service, then we aim to delete all this information. However, please note:

- There might be some latency in deleting this information from our servers and backup storage;
- We may retain this information if necessary to comply with our legal obligations.

### Where does Oakford keep your data?

Information that we collect to provision and maintain the Parent Portal service is kept in the United Kingdom only.

### Control over your information

We want you to be in control of your information. If you would like more information on the data we hold or to request removal of data contact [privacy@oakfordis.com](mailto:privacy@oakfordis.com).

### Changes to this privacy notice

We will update this Privacy Notice from time to time. The latest copy will always be available on our websites.

### More questions

Not a problem, start by taking a look at our privacy webpages. If you still have questions then please email either [privacy@oakforduk.com](mailto:privacy@oakforduk.com) or [privacy@oakfordis.com](mailto:privacy@oakfordis.com) and one of our Data Protection Officers will respond accordingly.