

Privacy Policy – Procision Oxford Academy

Last updated: 11 February 2026

1. Who We Are

Procision Oxford Academy ('we', 'us', 'our') is a sports and education academy delivering football and golf programmes in partnership with Newbury College.

Registered Company Name: Procision Oxford Football Academy

Contact Email: cadey@procisionfa.co.uk

We act as a Data Controller under the UK General Data Protection Regulation (UK GDPR).

2. What Information We Collect

When you apply to Procision Oxford Academy, we may collect the following personal information:

- Full name
- Date of birth
- Home address
- Email address
- Telephone number
- Parent/guardian details (where applicant is under 18)
- School and educational history
- Sporting information (e.g. football position, golf handicap)
- Emergency contact details
- Medical or safeguarding information where necessary

3. How We Use Your Information

We use your personal data to:

- Process and assess your application
- Arrange trials, interviews and open days
- Administer the football/golf and education programme
- Facilitate enrolment with Newbury College
- Meet safeguarding obligations
- Comply with funding and regulatory requirements

4. Sharing Your Information

As enrolment at Newbury College forms part of the Procision Oxford Academy programme, we share relevant personal data with Newbury College for:

- Admissions processing

- Student enrolment
- Safeguarding compliance
- Educational administration
- Funding compliance

We only share information that is necessary for these purposes. We do not sell personal data and do not share data for marketing purposes.

5. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Contractual Necessity – to deliver the programme you are applying for
- Legal Obligation – including safeguarding and funding requirements
- Legitimate Interests – for effective application and programme administration
- Special Category Data – where necessary for safeguarding or medical purposes in accordance with UK GDPR Article 9

6. Data Retention

Unsuccessful applicant data will be retained for up to 12 months.

Successful applicant data will be retained in accordance with education, safeguarding and regulatory retention requirements.

7. Data Security

We implement appropriate technical and organisational measures to protect personal data, including secure systems, restricted access controls, and encrypted data transfer where appropriate.

8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

ICO website: <https://ico.org.uk>

9. Contact Us

If you have any questions about this Privacy Policy or how your data is handled, please contact: