Supplementary Privacy Notice

Introduction

Oasis Academy Hadley is part of the Oasis Community Learning, a multi academy trust.

Oasis Community Learning sets out how it collects, uses and stores personal data in a full and detailed privacy notice which applies to the data processed by the academy and can be found on the academy website by following the 'privacy policy, link at the bottom of the homepage, or can be obtained from the academy office. It can also be obtained by visiting https://www.oasiscommunitylearning.org/privacy-policy

This document sets out some specific supplementary information that only applies to Oasis Academy Hadley and should be read in conjunction with the full Privacy Notice described above.
Oasis Community Learning including Oasis Academy Hadley is committed to protecting the privacy of the individuals whose data we process and to undertaking all data processing in a lawful, open and transparent way.

Requesting access to your personal data

Under data protection legislation, anyone we hold information about has the right to request access to and information about the data that we hold about them. To make a request for access to your personal information, contact:

Zoë Thompson
Data Protection Lead
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX
Email: info@oasishadley.org.uk
Telephone: 02088046946

Katie Broadbent
Data Protection Officer
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX
Telephone: 02088046946

Or you can contact the Oasis Community Learning Data Protection Officer:

Sarah Otto
Data Protection Officer
Oasis Community Learning
Interchurch House,
35-41 Lower Marsh,
London,
SE1 7RL
020 7921 4200
DPO@Oasisuk.org

You 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance using the contact information above.

Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ or via their help line on 0303 123 1113.

Supplementary information about how we use Personal Data in Oasis Academy Hadley

Details of the data processing that occurs in Oasis Academy Hadley can be found in the Oasis Community Learning Privacy Notice which can be found on the academy website, can be obtained from the academy office or can be downloaded from the Oasis Community Learning website at https://www.oasiscommunitylearning.org/privacy-policy . Oasis Academy Hadley makes use of personal data in the following additional ways and for the following additional purposes:

How we use student information

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Educational attainment information (such as grades, assessment results and feedback/comments)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Health information (such as allergies, health & safety information)
- Special Education Needs (SEN) Information
- Safeguarding information
- Behavioural information (such as exclusions, detentions, incident records)

Why we collect and use student information

We use the student data to:

- support student learning
- monitor and report on student progress
- provide appropriate pastoral care
- assess the quality of our provision of services
- to safeguard individuals from harm
- comply with the law regarding data sharing

The lawful basis on which we use student information

We collect and use student information under The General Data Protection Regulation (GDPR);

Article 6 - 1 (a): the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
Article 6 – 1 (b) processing necessary for the performance of a contract to which the data subject is party or on order to take steps at the request of the data subject prior to entering into a contract;
Article 6 – 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
Article 6 - 1(e): Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller;
Article 9 – 2 (a): The data subject has given explicit consent for the processing of personal data for one or more specified purposes.

Collecting student personal data

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student personal data

We securely hold data relating to students as outlined within the Oasis Data Retention Policy, Oasis Information Security Policy and Oasis Data Protection Policy.

We hold the following information relating to our students:

- child protection inforamtion until the child reaches the age of 25
- Relating to child protection incidents for 10 years from the date of the incident
- Relating to admissions for 1 year.
- Relating to admissions registers for 6 years.
- Relating to attendance for 3 years
- Relating to students records and files whilst the child is at primary school – whilst they are in attendance
- Relating to Students records and files whilst the child is at secondary school until the child reaches the age of 25
- Relating to Special Educational Needs until the child reaches the age of 25
- Relating to a Statement maintained under the education act until the child reaches the age of 30
- Relating to external (public) exam results for 6 years
- Relating to internal exam results for 5 years
- Relating to accident reporting until the child reaches the age of 25
- Relating to work experience agreements until the child reaches the age of 18
- Relating to early years provision for upto 50 years

For further information on data retention within Oasis Community Learning then please see the Oasis Community Learning Data Retention Policy. Please use the contact information provided earlier in this document to obtain copies of this and other related policies.

Who we share student data with

We routinely share student information with:

- Within Oasis Community Learning Multi-Academy Trust
- schools or Academies that the student's attend after leaving us
- respective local authority (s)
- the Department for Education (DfE)
- The NHS as required
- Examination Boards

We may share student information with other third parties if we are legally obligated or if we have specific consent to do so. The academy and Oasis Community Learning will make use of selected third-party services to process student data under our control on our behalf in accordance with our policies.

Why we share student data

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

Student personal data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.
This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.
This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided student information, (and for which project), please visit the following website:
https://www.gov.uk/government/publications/national-student-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

How we use information about Parents, Carers and Guardians

The categories of information about parents, carers and guardians that we collect, hold and share include:

- Personal Contact Information (such as name, telephone numbers, addresses and email addresses)
- Records of meetings and other interactions with the academy (such as meeting notes, emails and letters)
- Records associated with eligibility for free school meals and student premium.
- Information provided as part of parental interactions with the academy.

Why we collect information about Parents, Carers and Guardians

We use the information about Parents, Carers and Guardians to;

- Communicate with Parents, Carers and Guardians in matters directly related to the education of their children.
- To contact them in the event of an incident or other emergency relating to their child.
- To support the process of the admission of a student into an academy

The lawful basis on which we process Parents, Carers and Guardians Information

We collect and use student information under The General Data Protection Regulation;

Article 6 - 1 (a): the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
Article 6 - 1(e): Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller;
Article 9 – 2 (a): The data subject has given explicit consent for the processing of personal data for one or more specified purposes.

Collecting Parents, Carers and Guardians Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing Parents, Carers and Guardians Information

We securely hold personal data relating to Parents, Careers and Guardians as outlined within the Oasis Data Retention Policy, Oasis Information Security Policy and Oasis Data Protection Policy.

We hold Parents, Careers and Guardians data including information:

- Relating to the proofs of address as part of the admissions process for the current year plus a further year.

- Relating to emergency and other contact information for 7 years after the student leaves the academy
- Relating to other general records retained for 7 years after the student leaves the academy.

For further information on data retention within Oasis Community Learning then please see the Oasis Community Learning Data Retention Policy. Please use the contact information provided earlier in this document to obtain copies of this and other related policies.

Who we share Parents, Carers and Guardians Information with

We routinely share Parent's, Carer's and Guardian's information with:

- Within Oasis Community Learning Multi-Academy Trust
- schools or Academies that the student's attend after leaving us
- respective local authority (s)
- the Department for Education (DfE)
- The NHS as required

We may share Parent's, Carer's and Guardian's information with other third parties if we are legally obligated or if we have specific consent to do so. Oasis Community Learning will make use of selected third-party services to process Parent's, Carer's and Guardian's data under our control in accordance with our policies.

Why we share Parent's, Carer's and Guardian's Information

We do not share information about Parents, Carers and Guardians with anyone without consent unless the law and our policies allow us to do so.

How we use employee and volunteer personal data

The categories of employee and volunteer information that we collect, process, hold and share include the following:

- personal information such as name, employee or teacher number, national insurance number
- special categories of data including characteristics information such as gender, age, ethnic group, marital status, allergies, disabilities,
- contract information such as start dates, hours worked, post, roles and salary information
- work absence information such as number of absences and reasons
- qualifications and, where relevant, subjects taught
- additional personal information such as address, next of kin
- information relating to evaluation of work performance
- payroll details including bank account information

Why we collect and use employee and volunteer data

We use employee and volunteer data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- inform the development of programs of continuing professional development
- enable individuals to be paid
- to meet statutory reporting obligations including to HMRC

- report on various census
- conduct planning, budgeting and related activities
- enable effective protection of the health, safety and wellbeing of individuals

The lawful basis on which we process employee and volunteer data

We process this information under the General Data Protection Regulation;

Article 6 – 1 (b) processing necessary for the performance of a contract to which the data subject is party or on order to take steps at the request of the data subject prior to entering into a contract;
Article 6 – 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
Article 6 - 1(e): Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller;
Article 9 – 2 (b) processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law.

Collecting employee and volunteer data

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

Storing employee and volunteer data

We hold school employee and volunteer data as outlined within the Oasis Data Retention Policy, Oasis Information Security Policy and Oasis Data Protection Policy.

We hold employee and volunteer data including information
relating to:

- relating to personnel files for 6 years form leaving employment
- relating to staff training for up to 7 years
- relating to Child Protection allegations against a member of staff for 10 years from the date of the allegation
- relating to professional development plans for 6 years
- relating to time sheets and sick pay for the current year plus 6 years
- relating to staff personnel files for 7 years after they leave employment by the organisation
- relating to recruitment and pre-employment checks for 6 months after the interview
- relating to disciplinary proceedings for between 6 and 18 months depending on the outcome
- relating to accidents/injuries at work for up to 12 years form the date of the accident
- relating to annual appraisals / assessments for 5 years
- relating to maternity pay records for 3 years
- relating to salary information for 7 years
- relating to the provision of early years education 6 years from leaving employment

For further information on data retention within Oasis Community Learning then please see the Oasis Community Learning Data Retention Policy. Use the contact information provided earlier in this document for more information.

Who we share employee and volunteer data with

We routinely share this information with:

- the Department for Education (DfE)
- respective local authorities
- other Central Government departments
- funding / grant organisations as required
- research and reporting organisations

We may share employee and volunteer information with other third parties if we are legally obligated or if we have specific consent to do so. The academy and Oasis Community Learning will make use of selected third-party services to process student data under our control in accordance with our policies.

Why we share employee and volunteer information

We do not share information about employees and volunteers with anyone without consent unless the law and our policies allow us to do so.

Local authority
We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)
We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our students with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Employee and Volunteer Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Student Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

Department for Education data collection requirements including the data that we share with them, is at https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based

on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

How we use children in need and children looked after information

The categories of this information that we collect, process, hold and share include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use children in need and children looked after information

We use this personal data to:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies on children's social care

The lawful basis on which we use children in need and children looked after information

We collect and process information about children in our care and children to whom we provide services under The General Data Protection Regulation;

Article 6 - 1 (a): the data subject has given consent to the processing of his or her personal data for

one or more specific purposes;
Article 6 – 1 (b) processing necessary for the performance of a contract to which the data subject is party or on order to take steps at the request of the data subject prior to entering into a contract;
Article 6 – 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
Article 6 - 1(e): Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller;
Article 9 – 2 (a): The data subject has given explicit consent for the processing of personal data for one or more specified purposes.

Collecting this children in need and children looked after information

Whilst the majority of children in need and looked after children information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this children in need and children looked after information

We securely hold data relating to children in need and children looked after as outlined within the Oasis Data Retention Policy, Oasis Information Security Policy and Oasis Data Protection Policy.

We hold children in need and children looked after data;

- Relating to child protection until the child reaches the age of 25
- Relating to child protection incidents for 10 years from the date of the incident
- Relating to admissions for 1 year.
- Relating to admissions registers for 6 years.
- Relating to attendance for 3 years
- Relating to Students records and files whilst the child is at primary school – whilst they are in attendance
- Relating to Students records and files whilst the child is at secondary school until the child reaches the age of 25
- Relating to Special Educational Needs until the child reaches the age of 25
- Relating to a Statement maintained under the education act until the child reaches the age of 30
- Relating to external (public) exam results for 6 years
- Relating to internal exam results for 5 years
- Relating to accident reporting until the child reaches the age of 25
- Relating to work experience agreements until the child reaches the age of 18
- Relating to early years provision for upto 50 years

For further information on data retention within Oasis Community Learning then please see the Oasis Community Learning Data Retention Policy. Please use the contact information provided earlier in this document to obtain copies of this and other related policies.

Who we share this children in need and children looked after information with

We routinely share this information:

- Within Oasis Community Learning
- With the Department for Education (DfE)
- With respective local authority (s)
- The NHS as required

Why we share this information

Department for Education (DfE) - We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to:

Children looked after: https://www.gov.uk/guidance/children-looked-after-return
Children in need: https://www.gov.uk/guidance/children-in-need-census

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about children in England. It provides invaluable information on the background and circumstances on a child's journey and evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our children to the DfE as part of statutory data collections. Some of this information is then stored in the national student database (NPD). The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed

assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided student information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-student-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe