

Supplementary Privacy Notice Oasis Academy Shirley Park

Introduction

Oasis Academy Shirley Park 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 Shirley Park and should be read in conjunction with the full Privacy Notice described above.

Oasis Community Learning including Oasis Academy Shirley Park 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:

Secondary – DPL/Academy Data Lead Mr Helgi Schram Shirley Road Croydon CR9 7AL 0208 656 0222 Email: admin@oasisshirleypark.org	Primary – Acting Principal Mr Adam Browne Long Lane Croydon CR0 7AR 0208 656 0222 Email: primaryadmin@oasisshirleypark.org
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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 Shirley Park

Details of the data processing that occurs in Oasis Academy Shirley Park 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 Shirley Park makes use of personal data in the following **additional** ways and for the following **additional** purposes:

Pupil Information

How we use pupil Information

- In line with the OCL Privacy Notice

Why we collect and use pupil information

- Monitor attendance/punctuality
- To support transition
- To assist pupils with further educational and career choices
- To assess any Special Educational Need/s

Collecting pupil personal data

- In line with the OCL Privacy Notice

Storing pupil personal data

- In line with the OCL Privacy Notice

Who we share pupil data with

- Pupil Parent/Carer

- Social Services
- Examination Boards
- Croydon Health Services (NHS)
- Sodexo (Catering)
- Cunninghams (Catering)
- Biostore (Catering Biometrics)
- Parent Pay
- Capita SIMs (student information monitoring system)
- SOL attendance
- ALPs
- School Comms (Text messaging service)
- Office 365
- Place2Be
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Police Authorities and Courts
- Therapeutic Services (individual pupils)
- After school provision and clubs
- Safeguarding
- Educational Welfare Service

Parent's, Carer's and Guardian's Information

How we use Parent's, Carer's and Guardian's Information

- In line with the OCL Privacy Notice

Why we collect and use Parent's, Carer's and Guardian's information

- Safeguarding purposes
- Pupil collection arrangements
- Attendance penalty notices
- Parental responsibility

Collecting Parent's, Carer's and Guardian's personal data

- In line with the OCL Privacy Notice

Storing Parent's, Carer's and Guardian's personal data

- In line with the OCL Privacy Notice

Who we share Parent's, Carer's and Guardian's data with

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Police and court authorities
- Health authorities
- Health and social welfare organisations
- Admissions and appeals
- Educational Welfare Service

Employee and Volunteer Data

How we use employee and volunteer Information

- Disciplinary information
- Right to work checks
- DBS disclosure checks
- To match volunteer to job roles
- CPD

Why we collect and use employee and volunteer information

- To safeguard pupils
- To check employees have right to work in UK
- To check employees/volunteers are not barred from working with pupils

Collecting employee and volunteer personal data

- In line with the OCL Privacy Notice

Storing employee and volunteer personal data

- In line with the OCL Privacy Notice

Who we share employee and volunteer data with

- Within Oasis Community Learning
- Handsam H&S online
- Hays Training Online
- Occupational Health Provider
- Pension providers

How we use Children in Need and Children Looked After Information

How we use Children in Need and Children Looked After Information

- In line with the OCL Privacy Notice

Why we collect and use Children in Need and Children Looked After information

- In line with the OCL Privacy Notice

Collecting Children in Need and Children Looked After personal data

- In line with the OCL Privacy Notice

Storing Children in Need and Children Looked After personal data

- In line with the OCL Privacy Notice

Who we share Children in Need and Children Looked After data with

- CPOMs (Secure Safeguarding Monitoring software)
- Croydon Social Services
- Welfare Call