

## Supplementary Privacy Notice

### Introduction

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

Oasis Community Learning including Oasis Academy Immingham 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:

Paul Manarin  
Oasis Academy Immingham  
Pelham Road  
Immingham  
DN40 1JU

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 Immingham

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

### Pupil Information

#### How we use pupil Information

- Personal information (such as name, unique pupil 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 pupil information

- Support pupil learning
- Monitor and report on pupil 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

#### Collecting pupil personal data

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

#### Storing pupil personal data

We securely hold data relating to pupils as outlined within the Oasis Data Retention Policy, Oasis Information Security Policy and Oasis Data Protection Policy. We hold pupil data including information:

- 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 Pupils 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

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 pupil data with**

We routinely share pupil information with:

- Within Oasis Community Learning Multi-Academy Trust
- schools or Academies that the pupil's attend after leaving us
- respective local authority (s)
- the Department for Education (DfE)
- The NHS as required
- Academy Website
- Active Directory (Microsoft Office use)
- Barnardos
- CPOMS (Safeguarding)
- GL Assessment
- HandSam
- iDStore
- IMPACT
- InVentry
- Lexia
- MathsWatch
- Mathematics
- Memrise
- MERiT
- Microsoft OneDrive
- Microsoft SharePoint Online
- ParentPay
- PiXL
- Renaissance
- SAM Learning
- Schools Cash Office
- Academy Shared Drives
- Show My Homework
- TLM Assessment
- Steve Davies counselling (as required)

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

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

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 pupil premium.
- Information provided as part of parental interactions with the academy

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

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

### **Collecting Parent's, Carer's and Guardian's personal 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 the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

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

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

We hold Parents, Carers 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 Parent's, Carer's and Guardian's data 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 pupil'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.

## **Employee and Volunteer Data**

### **How we use employee and volunteer Information**

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 information**

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

### **Collecting employee and volunteer personal 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 personal 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 personnel files for 6 years from 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 from 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 pupil data under our control in accordance with our policies.

## How we use Children in Need and Children Looked after Information

### 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

### Collecting Children in Need and Children Looked After personal data

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 Children in Need and Children Looked After personal data

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 Pupils records and files whilst the child is at primary school – whilst they are in attendance
- Relating to Pupils 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 Children in Need and Children Looked After data 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