

Oasis Academy Ryelands Supplementary Privacy Notice

Introduction

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

Oasis Community Learning including Oasis Academy Ryelands is committed to protecting the privacy of the individuals whose data we process and to undertaking all data processing in a lawful, fair 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:

Principal/DPL Mr Glenn Lillo Oasis Academy Ryelands South Norwood London SE25 4XG 0208 656 4165 Email: office@oasisryelands.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:

- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- Ask us to rectify information you think is inaccurate or incomplete.

If you have any 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 Ryelands

Details of the data processing that occurs in Oasis Academy Ryelands can be found in the Oasis Community Learning Privacy Notice on the academy website. It 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 Ryelands 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
- Safeguarding e.g. CPOMs, Team EWO (Educational Welfare Service), SOL attendance, Social Services (individual pupils), Police Authorities and Courts, Virtual school (looked after children)
- Examination data e.g. Croydon LA, Octavo, DFE
- Croydon Health Services (NHS)
- Catering e.g. Sodexo, Cunninghams (till), Bromcom (student information monitoring system)
- Communication e.g. Bromcom
- Office 365
- Cool milk

- Link2ICT (FSM checking system)
- Suppliers and service providers to enable them to provide the service we have contracted them for e.g. PGL (Year 6 residential), Frylands Wood (Year 4 residential), Papercut, ITec, TT rockstars, Cycling instructor, Scooter instruction, Success For All, Beanstalk (reading support), CSC chess, CALAT (individual parents), Croydon Sport Partnership, Palace For Life Foundation (Coach), J2E, Drama teacher (Year 6 production), Read theory, Easy Maths, Kahoot, Class Dojo, Inventory, Fraser Portrats, Spelling Shed, Maths Shed
- Therapeutic Services (individual pupils) e.g. Diamond Riding Centre (individual pupils), Full Circle (counselling service for individual pupils)
- After school provision and clubs e.g. Holiplay, Guitar Club London

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
- Octavo (Professional development)
- West Thorton Teaching Alliance (NQTs)
- Teach First (individual teachers)
- South Bank University (individual teachers)
- iTrent
- National School Training Apprenticeships
- InVentry

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

*Each individual child will have different data shared. This is a complete list.

- Safeguarding e.g. CPOMs, Team EWO (Educational Welfare Service), SOL attendance, Social Services (individual pupils), Police Authorities and Courts, Virtual school (looked after children), Welfare call
- Examination data e.g. Croydon LA, Octavo, DFE Croydon Health Services (NHS)
- Catering e.g. Sodexo, Cunninghams (till), Bromcom (student information monitoring system)
- Communication e.g. Bromcom
- Office 365
- Cool milk
- Link2ICT (FSM checking system)
- Suppliers and service providers to enable them to provide the service we have contracted them for e.g. PGL (Year 6 residential), Frylands Wood (Year 4 residential), Papercut, ITec, TT rockstars, Cycling instructor, Scooter instruction, Success For All, Beanstalk (reading support), CSC chess, CALAT (individual parents), Croydon Sport Partnership, Palace For Life Foundation (Coach), J2E,

Drama teacher (Year 6 production), Read theory, Easy Maths, Kahoot, Class Dojo, Inventory, Fraser Portraits

- Therapeutic Services (individual pupils) e.g. Diamond Riding Centre (individual pupils), Full Circle (counselling service for individual pupils)
- After school provision and clubs e.g. Holiplay, Guitar Club London

Changes to the supplementary privacy notice

We keep this notice under regular review to make sure it is up-to-date and accurate.

Reviewed: February 2023