

## Supplementary Privacy Notice Oasis Academy Putney

### Introduction

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

Oasis Community Learning including Oasis Academy Putney 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 Putney 184 Lower Richmond Road Wandsworth London SW15 1LY 0207 884 6000 Email: <a href="mailto:info@oasisputney.org">info@oasisputney.org</a>
--

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 Putney

Details of the data processing that occurs in Oasis Academy Putney 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 Putney 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. Wandsworth LA, DFE

Wandsworth Health Services (NHS)

Catering e.g. Sodexo

Bromcom (student information monitoring system)

Communication e.g. My Child At School (MCAS) (Text messaging service)

Office 365

Cool milk

My Free School Meals (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), Papercut, ITec, Cycling instruction, CSC chess, Sport Coach, Outdoor Learning teacher, Drama teacher, Accelerator Read, Inventory, Success Photography, Spelling Shed, Maths Shed

Therapeutic Services (individual pupils) e.g. Educational Psychologist (individual pupils), Place to be (counselling service for individual pupils)

Before and after school provision and clubs e.g. Holiplay

## 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

- Wandsworth LA course provider (Professional development)

- Ambition Institute (NQTs)

- Roehampton 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. Wandsworth LA, DFE  
Wandsworth Health Services (NHS)

Catering e.g. Sodexo

Bromcom (student information monitoring system)

Communication e.g. MCAS (Text messaging service)

Office 365

Cool milk

My Free School Meals (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 instruction, Scooter instruction, Success For All, Beanstalk (reading support), CSC chess, CALAT (individual parents), Croydon Sport Partnership, Crystal Palace (Coach), J2E, Drama teacher (Year 6 production), Read theory, Easy Maths, Kahoot, Class Dojo, Inventory, Success Photography

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

## **Changes to the supplementary privacy notice**

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