

Supplementary Privacy Notice

Introduction

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

Oasis Community Learning including Oasis Academy Don Valley 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:

Mrs Beverley Eaton
Data Protection Lead
Oasis Academy Don Valley
Leeds Road
Sheffield
S9 3TY
0114 2200403
Beverley.eaton@oasisdonvalley.org

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 Don Valley

Details of the data processing that occurs in Oasis Academy Don Valley 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 Don Valley 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 OCL policy

Why we collect and use pupil information

- To monitor children's attendance
- To support transition

Collecting pupil personal data

- In line with OCL policy

Storing pupil personal data

- In line with OCL policy

Who we share pupil data with

- Examining bodies and other educators

- Sodexo – Academy caterers
- Suppliers and services to enable them to provide the services we have contracted them for
- Our auditors
- Health Authorities
- Social Care organisations
- Professional advisors and consultants
- Police forces and court services
- Professional bodies

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

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

- In line with OCL policy

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

- Emergency contacts
- Collection arrangements

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

- In line with OCL policy

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

- In line with OCL policy

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
- Our auditors
- Health authorities
- Health and Social Welfare organisations
- Health and Wellbeing providers
- Police forces and court services
- Professional bodies
- Admissions and Appeals

Employee and Volunteer Data

How we use employee and volunteer Information

- Disciplinary information
- Right to Work checks
- DBS disclosure checks
- Safeguarding Procedures
- Payroll Procedures

Why we collect and use employee and volunteer information

- To safeguard children
- To check employees have the Right to Work in the UK

Collecting employee and volunteer personal data

- In line with OCL policy

Storing employee and volunteer personal data

- In line with OCL policy

Who we share employee and volunteer data with

- Corazon Health Limited – Occupational Health Provider
- Payroll Supplier
- Handsam H&S online

How we use Children Looked After (CLA) Information

How we use Children Looked After Information

- In line with OCL policy

Why we collect and use Children Looked After information

- Allocate individual funding
- Safeguarding Procedures

Collecting Children Looked After personal data

- In line with OCL policy

Storing Children Looked After personal data

- In line with OCL policy

Who we share Children Looked After data with

- Sheffield Safeguarding Board
- Welfare Call