



Collecting Student Information

We collect and process personal information about students to support their education, well-being, and safeguarding. Some information is mandatory, while other details may be provided voluntarily. We will always inform you which information is required and which is optional, in line with UK GDPR and the Data Protection Act 2018.

Categories of student information we collect, hold, and share include:

- Personal information (e.g., name, date of birth, address)
- Contact details, contact preferences, and emergency contacts
- Characteristics (e.g., ethnicity, language, nationality)
- Student and curricular records (e.g., full-time or part-time enrolment, vocational options)
- Educational and therapeutic records (e.g., attendance, curriculum, assessments)
- Medical and health information
- Special Educational Needs and Disability (SEND) details
- Behavioural records, including exclusions
- Safeguarding information
- Photographs and CCTV footage

Why We Collect and Use This Information

We use student data to:

- Support learning and monitor progress
- Provide appropriate pastoral and therapeutic care
- Ensure health, safety, and safeguarding
- Comply with legal and regulatory requirements
- Report to local authorities, the Department for Education (DfE), and other statutory bodies
- Facilitate smooth transitions between schools and youth services

Storing and Retaining Student Data

Student information is securely stored and retained only for as long as necessary to meet legal, regulatory, and operational requirements. We comply with UK GDPR and the Data Protection Act 2018 and follow guidance from the ICO and the DfE.



Who We Share Data With

We may share student data with:

- The local authority
- Educational partners
- The Department for Education (DfE)
- NHS and health services
- Third-party organisations, as allowed by law
- Agencies providing services on our behalf

We aim to be transparent and inform parents/carers about data sharing unless doing so would jeopardise safety or legal obligations, in line with Working Together to Safeguard Children 2023.

Photographs and Video Consent

The school and the company may take photographs or videos **only with appropriate consent**, which is requested when students join and **updated annually**. Consent may be withdrawn at any time. You will be informed in advance when images or recordings are being taken and the context in which they will be used. All photographs and videos are taken, stored, and used in accordance with **data protection requirements** and safeguarding procedures.

Rights Under Data Protection Law

You have the right to:

- Be informed about how your data is used
- Access your personal information
- Correct inaccuracies
- Request deletion or restriction of processing
- Object to certain data uses, including automated decision-making
- Withdraw consent where processing is based on consent

Youth Service

Students aged 13+

Once students reach the age of 13, we are required by law to share certain information with the local authority and/or provider of Youth Support Services under section 507B of the

Student Privacy Notice



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Education Act 1996. This enables them to provide support such as youth services and careers advice.

By default, shared information is limited to the student's **name, address, and date of birth**. With parental consent, additional relevant information may be shared. At age 16, this right to decide what information is shared transfers to the student.

Students aged 16+

For students aged 16 and over, relevant information continues to be shared under section 507B to support post-16 education, training, youth services, and careers guidance. All sharing is conducted lawfully under UK GDPR and the Data Protection Act 2018 and is securely transferred.

The National Pupil Database (NPD)

The NPD, managed by the Department for Education (DfE), contains information about students in schools in England. It provides evidence on educational performance to inform research and policy and is held electronically for statistical purposes.

We are required by law to provide information to the DfE as part of statutory data collections (e.g., school census) under section 537A of the Education Act 1996 and The Education (Information About Individual Pupils) (England) Regulations 2013, as amended most recently in 2024.

Some of this information is stored in the NPD. Organisations accessing NPD data must comply with strict terms covering confidentiality, security, retention, and use.

Requesting Access to Your Personal Data

Under UK GDPR and the Data Protection Act 2018, parents and students can request access to information we hold. To make a request or access your child's educational record, contact the My Oasis Data Protection Officer.

You also have the right to:

- Object to processing likely to cause damage or distress
- Prevent processing for direct marketing
- Object to decisions taken by automated means
- In certain circumstances, have inaccurate data rectified, blocked, erased, or destroyed
- Claim compensation for breaches of data protection regulations

If you have a concern about how we collect or use your data, please raise it with us first.