

Student Privacy Notice

Collecting student information

Whilst most of the information you may be asked for is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

The categories of student information that we collect, hold and share include:

- Personal information (such as name, date of birth and address).
- Contact details, contact preferences and identification documents.
- Characteristics (such as ethnicity, language, nationality, country of birth).
- Student and curricular records (FTE or PTE, vocational options etc).
- Attendance information (such as sessions attended, number of absences and absence reasons).
- Assessment information including for both your academic and therapeutic assessments.
- Details of any medical conditions you may have.
- Special Educational Needs and Disability.
- Details on your behaviour within mainstream school and any exclusions you may have had.
- Details of support received, including care packages, plans and support providers.
- Safeguarding.
- CCTV.
- Photographs.

Why we collect and use this information

We use the data:

- To support your learning.
- To monitor and report on your progress.
- To provide appropriate pastoral care to you during your placement with us.
- To assess the quality of our services.
- To comply with the law regarding data sharing.
- To safeguard and keep you safe.

Storing student data

We hold student data for students while they are attending our provision. We may keep certain parts of the data beyond your attendance at our centre if this is necessary to comply with our legal obligations.

Who we share data with

We may pass data to:

- The local authority.
- The mainstream school you transition to after leaving this provision.
- The Department for Education (DfE).
- NHS.
- Third-party organisations, as allowed by law.
- Agencies that provide services on our behalf.
- Agencies with whom we have a duty to co-operate.

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society.

Photographs

The provision may take photographs, videos or webcam recordings of you for official use, monitoring and for educational purposes. You will be given the option as to whether you do or do not want to have your photograph taken and can choose to opt out of this if you wish. Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used, and you can choose to opt out of this. We will also follow our strict safeguarding procedures around this too.

Rights

You have the right to:

- Be informed of data processing.
- Access information.
- Have inaccuracies corrected.

- Have information erased.
- Restrict sharing of the information to third parties.
- Withdraw consent (see below).

Withdrawal of Consent

The lawful basis upon which the provisions process personal data is that it is necessary to comply with the provision's legal obligations, and to enable it to perform tasks carried out in the public interest.

Where the provision processes personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Youth Service

Students aged 13+

Once students reach the age of 13, the law requires us to pass student information to the local authority and/or the provider of Youth Support Services in the area as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services.
- Careers advisers.

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post-16 education and training providers.
- Youth support services.
- Careers advisers.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the My Oasis Data Protection Officer.

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.
- 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.

Thank you for taking the time to read this Student Privacy Notice.