



OASIS COMMUNITY LEARNING PRIVACY NOTICE

HOW WE USE PERSONAL DATA IN OASIS COMMUNITY LEARNING

September 2023

Version Number v1.8



Introduction

The purpose of this privacy notice is to set out how Oasis Community Learning makes use of personal data. All Oasis academies form part of Oasis Community Learning and this privacy notice applies to all academies.

Oasis Community Learning (including all Oasis Academies) 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 manner.

For more information

Oasis Community Learning is a public authority and is registered as a Data Controller with the Information Commissioner's Office under the registration number Z9968336.

Our Data Protection Officer is:

Sarah Otto - Data Protection Officer

Oasis Community Learning,
Interchurch House,
35-41 Lower Marsh,
London,
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How we use pupil information

The categories of student information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special education needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- biometric data (e.g. fingerprints) at some academies for catering purposes
- participation in trips and visits
- others (including images, photos, videos and CCTV images)

Why we collect and use student information

We collect and use student information for the following Purposes:

- a) to support young peoples' learning (such as the Horizons Project)
- b) to monitor and report on student attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) meet the statutory duties placed upon us for DfE data collections
- g) to protect student welfare and carry out safeguarding activities
- h) comply with the law regarding data sharing
- i) arrange work experience
- j) support transition

The lawful bases on which we use student information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing student information are:

- Article 6(1)(a) - The data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- Article 6(1)(c) - Processing is necessary for compliance with a legal obligation to which the controller is subject.
- Article 6(1)(d) - Processing is necessary in order to protect the vital interests of the data subject or of another natural person.
- Article 6(1)(e) - Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller.

In addition, concerning any special category data:

- Article 9 (2)(a) - The data subject has given explicit consent for the processing of personal data for one or more specified purposes.
- Article 9(2)(c) – Processing necessary to protect the vital interests of the data subject or another natural person.
- Article 9(2)(g) – The processing is necessary for reasons of substantial public interest.
- Article 9(2)(j) – The processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Collecting student information

We collect student information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Thereafter, we ask you to check the information we hold about your child at least annually.

Student data is essential for the Academy's operational use. Whilst the majority of student information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data securely for the set amount of time shown in our Data Retention Policy.

For more information on data retention within Oasis Community Learning, please see the Oasis Community Learning Data Retention Policy. Please use the contact information provided earlier in this document to obtain copies of this and other related policies.

Who we share student information with:

We routinely share student information with:

- Schools or Academies that the students attend after leaving us
- Our respective Local Authority/(ies)
- Youth support services (students aged 13+)
- The Department for Education (DfE)
- Other OCL academies and within the OCL Multi-Academy Trust
- The NHS as required
- Academy nurse
- Student
- Parent/Carer
- Suppliers and service providers
- Health Authorities
- Health & Social Welfare organisations
- Professional bodies
- Charities and voluntary organisations
- Auditors
- Survey & research organisations
- Sodexo

- Catering services
- Social Care Organisations
- Police forces and Court services
- After school provisions and clubs
- Horizons Project

We may share student information with other third parties if we are legally obligated to or if we have specific consent to do so. The academy and Oasis Community Learning will make use of selected third-party services to process pupil data under our control on our behalf in accordance with our policies.

Why we regularly share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the DfE under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Student personal data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Students aged 13+

Once our pupils reach the age of 13, we also pass student information to 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:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / student once they reach the age 16.

Data is securely transferred to the youth support services via secure methods and is stored on our systems and held until the student's 25th birthday.

For more information about services for young people, please visit the relevant local authority website.

Pupils aged 16+

We will also share certain information about pupils 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:

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- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support services via secure methods and is stored on our systems and held until the student's 25th birthday.

For more information about services for young people, please visit the relevant local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

School census: regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share students' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the DfE has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

How we use information about Parents, Carers and Guardians

The categories of information about parents, carers and guardians that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, telephone numbers, addresses and email addresses and postcode)
- Records of meetings and other interactions with the academy (such as meeting notes, emails and letters)
- Records associated with eligibility for free school meals and pupil premium.
- Information provided as part of parental interactions with the academy.
- others (including images, videos and CCTV images)

Why we collect information about Parents, Carers and Guardians

The personal data collected is essential, in order for the Academy to fulfil their official functions and meet legal requirements.

We collect and use this information for the following purposes:

- Communicate with Parents, Carers and Guardians in matters directly related to the education of their children - Parental responsibilities.
- Contact them in the event of an incident or other emergency relating to their child - Safeguarding.
- to protect student welfare and carry out safeguarding activities
- Support the process of the admission of a student into an academy
- Process attendance penalty notices
- Manage collection arrangements
- support young people's learning (such as the Horizons Project)
- to meet the statutory duties placed upon us

The lawful bases on which we process Parents', Carers' and Guardians' Information

Under the UK General Data Protection Regulation (UK GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

- Article 6(1)(a) - The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Article 6(1)(c) - Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 6(1)(d) - Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Article 6(1)(e) - Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller;

Academy Trust have a legal duty under the [Academies Financial Handbook](#) to provide the governance information as detailed above.

In addition, concerning any special category data:

- Article 9(2)(a) - The data subject has given explicit consent for the processing of personal data for one or more specified purposes.

Collecting Parents', Carers' and Guardians' Information

We collect personal information via admissions or contract forms. In addition, when a child joins us from another school, we are sent a secure file containing relevant information

This data is essential for the Academy's operational use. Whilst the majority of information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing Parents', Carers' and Guardians' Information

We hold data securely for the set amount of time shown in our Data Retention Policy, Oasis Information Security Policy and Oasis Data Protection Policy.

We hold Parents', Carers' and Guardians' data including information:

- Relating to the proofs of address as part of the admissions process for the current year plus a further year.
- Relating to emergency and other contact information for 7 years after the student leaves the academy
- Relating to other general records retained for 7 years after the student leaves the academy.

For further information on data retention within Oasis Community Learning then please see the Oasis Community Learning Data Retention Policy. Please use the contact information provided earlier in this document to obtain copies of this and other related policies.

Who we share Parents', Carers' and Guardians' Information with

We routinely share this information with:

- Within Oasis Community Learning Multi-Academy Trust
- Schools or Academies that the pupil's attend after leaving us
- Respective Local Authority (where applicable)
- The Department for Education (DfE)
- The NHS as required
- Health Authorities
- Health and social welfare organisations
- Financial Organisations
- Our auditors
- Survey and research organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, Courts, Tribunals
- Professional bodies
- Education Welfare Services
- Admissions and appeals

We share Parents', Carers' and Guardians' information with other third parties if we are legally obligated or if we have specific consent to do so. Oasis Community Learning will make use of selected

third-party services to process this data under our control in accordance with our policies.

Why we share Parents', Carers' and Guardians' Information

We do not share information about Parents, Carers and Guardians with anyone without consent unless the law and our policies allow us to do so.

How we use employee and volunteer personal data

The categories of employee and volunteer information that we process include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group, marital status, allergies, disabilities)
- contract information (such as start dates, FTE, hours worked, post, role and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- additional personal information such as address, next of kin
- information relating to evaluation of work performance
- payroll details including bank account information
- biometric data (fingerprints) for printing purposes
- disciplinary information
- right to work checks
- DBS checks
- CPD

This list is not exhaustive, to access the current list of categories of information we process please see the relevant Academy's data asset register.

Why we collect and use employee and volunteer data

We use employee and volunteer data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- improve the management of workforce data across the various academies
- inform the development of recruitment and retention policies.
- enable individuals to be paid
- enable monitoring of selected protected characteristics
- to meet statutory reporting obligations including to HMRC
- report on various census
- conduct planning, budgeting and related activities
- enable effective protection of the health, safety and wellbeing of individuals

The lawful bases on which we process employee and volunteer data

Under the UK General Data Protection regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Article 6(1)(b) - Processing necessary for the performance of a contract to which the data subject is party or on order to take steps at the request of the data subject prior to entering into a contract;
- Article 6(1)(c) - Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 6(1)(d) - Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Article 6(1)(e) - Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller;

In addition, concerning any special category data:

- Article 9(2)(b) - Processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law.

Collecting employee and volunteer information

We collect personal information via staff contract forms.

Workforce data is essential for the Academy's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain workforce information to us or if you have a choice in this.

Storing employee and volunteer data

We hold data securely for the set amount of time shown in our Data Retention Policy, Oasis Information Security Policy and Oasis Data Protection Policy.

We hold employee and volunteer data including information:

- relating to personnel files for 6 years from leaving employment
- relating to staff training for up to 7 years
- relating to Child Protection allegations against a member of staff for 10 years from the date of the allegation
- relating to professional development plans for 6 years
- relating to time sheets and sick pay for the current year plus 6 years
- relating to staff personnel files for 7 years after they leave employment by the organisation
- relating to recruitment and pre-employment checks for 6 months after the interview
- relating to disciplinary proceedings for between 6 and 18 months depending on the outcome
- relating to accidents/injuries at work for up to 12 years from the date of the accident
- relating to annual appraisals / assessments for 5 years
- relating to maternity pay records for 3 years
- relating to salary information for 7 years
- relating to the provision of early years education 6 years from leaving employment
- others (including images, videos and CCTV images)

For further information on data retention within Oasis Community Learning, please see the Oasis Community Learning Data Retention Policy. Use the contact information provided earlier in this document for more information.

Who we share employee and volunteer data with

We routinely share this information with:

- the Department for Education (DfE)
- respective local authorities
- other Central Government Departments
- funding / grant organisations as required
- research and reporting organisations
- Occupational Health providers
- Handsam H&S online
- Hays training online

- pension providers
- auditors

We may share employee and volunteer information with other third parties if we are legally obligated or if we have specific consent to do so. The academy and Oasis Community Learning will make use of selected third-party services to process employee and volunteer data under our control in accordance with our policies.

Why we share employee and volunteer information

We do not share information about employees and volunteers with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Employee and Volunteer Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

Department for Education data collection requirements including the data that we share with them, is at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

We are required to pass information about our child and family social work workforce employees to the Department for Education (DfE) through regulations under [Section 83 of the Children Act 1989](#).

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

How we use children in need and looked after children information

The categories of personal information that we process include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

This list is not exhaustive, to access the current list of categories of information we process please see the relevant Academy's data asset register.

Why we collect and use this information

We use this personal data to:

- a) support these children and monitor their progress
- b) provide them with pastoral care
- c) assess the quality of our services
- d) evaluate and improve our policies on children's social care

The lawful bases on which we use children in need and looked after children information

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information are:

- Article 6(1)(a) - The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Article 6(1)(b) - Processing necessary for the performance of a contract to which the data subject is party or on order to take steps at the request of the data subject prior to entering into a contract;
- Article 6(1)(c) - Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 6(1)(d) - Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Article 6(1)(e) - Processing necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller;

In addition, concerning any special category data:

- Article 9(2)(a) - The data subject has given explicit consent for the processing of personal data for one or more specified purposes.

- Article 9(2)(c) – Processing necessary to protect the vital interests of the data subject or another natural person.
- Article 9(2)(g) – The processing is necessary for reasons of substantial public interest.
- Article 9(2)(j) – The processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Collecting this information

We collect personal information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Children in need and looked after children information is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing personal data

We hold data securely for the set amount of time shown in the Oasis Data Retention Policy.

For more information on our data retention and how we keep your data safe, please see the Oasis Community Learning Data Retention Policy. Please use the contact information provided earlier in this document to obtain copies of this and other related policies.

Who we share this information with

We routinely share this information:

- With the Department for Education (DfE)
- Within Oasis Community Learning
- With respective local authority (s)
- Other Educational institutions
- The NHS as required
- Cool Milk
- Free School Meals

Why we share this information

We do not share information about our children in need or looked after children with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children in need and looked after children with the Department for Education (DfE) for the purpose of those data collections, under the lawful basis of legal obligation

We share children in need and looked after children data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to:

Children in need: <https://www.gov.uk/guidance/children-in-need-census>

Looked after children: <https://www.gov.uk/guidance/children-looked-after-return>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the relevant academy or you can contact the Oasis Community Learning Data Protection Officer.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purpose of scientific/historic research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

How to complain

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance to OCL's Data Protection Officer at: sarah.otto@oasisuk.org

You can also complain to the Information Commissioner's Office (ICO) at: <https://ico.org.uk/concerns/> if you are unhappy with how we have used your data.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer.