



# **OASIS COMMUNITY LEARNING PRIVACY NOTICE**

*HOW WE USE PERSONAL DATA IN OASIS COMMUNITY LEARNING*

**February 2021**

Version Number v1.7

## 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 way.

## 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.

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## How we use pupil information

The categories of student information that we collect, hold and share 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 (SEN) Information (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (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 (fingerprints) at some academies for catering purposes
- participation in trips and visits
- others (including images, videos and CCTV images)

## Why we collect and use student information

We use the student data to:

- a) support young people's learning (such as the Horizons Project)
- b) to protect student welfare and carry out safeguarding activities
- c) monitor and report on student attainment progress
- d) provide appropriate pastoral care
- e) assess the quality of our services
- f) keep children safe (food allergies, or emergency contact details)
- g) meet the statutory duties placed upon us by DfE
- 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 (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;

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)(g) – the processing is necessary for reasons of substantial public interest.

### 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 and we will tell you what you need to do if you do not want to share this information with us.

### Storing student personal data

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

For further 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:

- other OCL academies and within the Oasis Community Learning Multi-Academy Trust
- 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)
- 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

- SOL Attendance
- Tuscani – Payments / trips
- After school provisions and clubs
- Horizons Project

We may share pupil 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 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

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. 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.

#### **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:

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

A child / student once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

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 pupils 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 allows us to share this information.

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.

## 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

The law allows the Department 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's 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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 we use information about Parents, Carers and Guardians

The categories of information about parents, carers and guardians that we collect, hold and share include:

- Personal Contact Information (such as name, telephone numbers, addresses and email addresses)
- 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

We use the information about Parents, Carers and Guardians to:

- 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)

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

We collect and use Parents, Carers and Guardians under:

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 (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;

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

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing Parents, Carers and Guardians Information

We securely hold personal data relating to Parents, Carers and Guardians as outlined within the Oasis 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 Parent's, Carer's and Guardian's information with:

- Within Oasis Community Learning Multi-Academy Trust
- Schools or Academies that the pupil's attend after leaving us
- respective local authority (s)
- 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 may share Parent's, Carer's and Guardian's 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 Parent's, Carer's and Guardian's data under our control in accordance with our policies.

### Why we share Parent's, Carer's and Guardian's 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 and special categories 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 days missed due to sickness)
- qualification level 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

We process this information under:

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;  
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.

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, 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:

- support these children and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- 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

We collect and process information about children in our care and children to whom we provide services under:

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;

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

## Collecting this information

Whilst the majority of children in need and looked after children information you provide to us is mandatory, some of it is provided to us 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

information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### Storing children in need and looked after children information

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

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 children in need and looked after children information with

We routinely share this information:

- Within Oasis Community Learning
- With the Department for Education (DfE)
- 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)

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:

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

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

## COVID-19 Testing - Privacy Statement for students and parents

### Ownership of the Personal Data

To enable the Covid-19 testing to be completed, we need to process personal data for students taking part, including sharing of personal data where we have a legal obligation. Oasis Community Learning (OCL) is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the Academy to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for students is processed in line with paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 applicable to academies.

If you decline a test, we will document your decision in order to reduce unnecessary contact with you regarding testing. This information will not be shared with anyone.

The processing of special category personal data is processed under the provisions of Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID-19 related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Data Controllorship is then passed to the Department of Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). OCL remains the Data Controller for the data we retain about you.

### Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

### How we store your personal information

The information will only be stored securely on local spreadsheets in the Academy whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. The Academy will not have access to the information on the digital service once it has been entered.

### Processing of Personal Data Relating to Positive test results

The Student or parent (depending on contact details provided) will be informed of the result by the Academy and advised how to book a confirmatory test.

We will use this information to enact COVID-19 isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs, Public Health England (PHE) and the Local Authority will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID-19 related purposes.

This information will be kept by the Academy for up to 14 days and by the NHS for 8 years.

### Processing of Personal Data Relating to Negative test results

We will record a negative result and the information transferred to DHSC, NHS, PHE and the Local Authority who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI) which allows the sharing of data for COVID-19 related purposes.

This information will be kept by the Academy for up to 14 days and by the NHS for 8 years.

### Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistics about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

### COVID-19 Testing Privacy Statement for Staff

#### Ownership of the Personal Data

To enable the Covid-19 testing to be completed, we need to process personal data for staff taking part, including sharing of personal data where we have a legal obligation. Oasis Community Learning (OCL) is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test.

We will process personal data relating to staff under article 6.1(e) of the UK GDPR – it is necessary for the performance of our task carried out in the public interest. We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID-19 in a timely manner and enable us to continue to deliver education services as safely and securely as possible. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID-19 related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

#### Personal Data involved in the process

The following personal data is processed by the Academy in relation to your test:

- Name
- Date of birth
- Test result
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information. For more information about what the Department of Health and Social Care (DHSC) do with your data please see their [COVID-19 Privacy Notice](#)

### How we store your personal information

The Academy will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The Academy may also record Personal Data about you in its internal COVID-19 results register (the Academy's COVID-19 results register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in the Academy and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The Academy will retain its test kit log and COVID-19 results register for a period of twelve (12) months from the date of the last entries made by the Academy into them.

### Processing of Personal Data Relating to Positive test results

The Academy will use this information to enact their own COVID-19 isolation processes without telling anyone who it is that has received the positive test.

### Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

### Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the Academy will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the Academy's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The Academy will not share its internal COVID-19 results register with DHSC.

### Requesting access to your personal data

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

Depending on the lawful basis above, you may also have the right to:

- rectification
- erasure

- restriction of processing
- object to processing in certain circumstances
- data portability
- In relation to automated decision making and profiling.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to OCL's Data Protection Officer at: [sarah.otto@oasisuk.org](mailto:sarah.otto@oasisuk.org)

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1111  
ICO website: [www.ico.org.uk](http://www.ico.org.uk)

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 February 2021.

### Contact

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