

# Your personal information

## What Oasis does with your data.

### What is this about?

- This is letting you know why, where, when and how Oasis academies use data about you as a pupil.
- The person in charge of this for the Oasis academies is called the Oasis Community Learning Data Protection Officer.
- Speak to a teacher, or an adult, that you know from an Oasis academy if you want to know more about that person and what they do.

### The sort of data that we keep:

- Your name and how we get in touch with your parents, guardians or carers
- Your pupil number, this is a number that is just for you, no-one else has that number
- Your home address, phone numbers and email addresses
- Things that help us to help you
  - the country where you were born,
  - your nationality,
  - the language you use,
  - the culture that you share with your family
  - if you can have free or paid school meals
- How well you are doing in class
- How often you are in school and if you are away a lot of the time
- If you need to take any medicines or must not eat or touch some things
- If you get or need any extra help with things. You may need to do things differently from other pupils.
- Things that will keep you safe at all times
- Any trouble you have been in and what happened about it.

### We need to use your data to:

- Help you to learn
- Make sure you are getting on as well as you can
- Keep you and your friends safe in school
- Make sure we are doing a good job in teaching you

### It's the law

- There is a law called '*The General Data Protection Regulation (GDPR)*' that means Oasis can only use your data in ways that you know about.
- Oasis is very careful to make sure that:

- You know how we use your information
- We use your information to give you access to websites and learning apps that will help you to learn better
- You know what we use the information for
- Using your information will keep you and other pupils safe
- There is something you want us to do for you
- You are happy for us to use your information but only in the ways that we have agreed with you

## Special data

- We may need extra data and sometimes you can choose to let us keep or use that data.

## How long do we keep your data?

- Oasis has rules about how long we will keep data.
- These rules make sure that data is there so that when you go to other schools or to work, Oasis can give real data to you or other people who need see it.
- The Oasis rules make sure that your data is as safe as it can be.
- Oasis only keeps your data for as long as it may be needed

## Who can see your data?

Your data is only shared with other people who need to see it. We will share your data with:

- People within Oasis
- Schools or Academies that you go to after Oasis
- People in charge of schools in your part of the country
- People in the UK Government
- Hospitals, doctors if you need help
- People who help us to teach or look after you, but you will know who they are and what data they can see.

## Why do we share your data?

- UK law says we must share your data with the UK Government
- It is used by UK Government to work out how much money Oasis needs to run academies and for Oasis to be given that money
- Make sure we are teaching you the right things at the right time
- Keep track of what Oasis is doing all around the country in all the academies

## You and your personal data

- If you think that you need to see the data that Oasis is keeping about you, speak to a teacher or an adult that you know in an Oasis academy.
- They will help you to find out what you need to do to see your personal data.