

Children Families and Education
Education Directorate
2nd Floor, Zone D
Bernard Weatherill House
8 Mint Walk
Croydon CR0 1EA
Tel: 020 8726 6000
E: croydonservicesforschools@croydon.gov.uk

28th April 2020

Acquisition of Octavo Partnership by Croydon Council

Octavo Partnership Limited has been acquired by Croydon Council and it has been necessary for Octavo to provide Croydon Council with information which will enable the continuation of the delivery of its various services after it has been dissolved; we would like to provide you with further details about this.

These services are educational psychology, school improvement, human resources for schools, IT for schools, finance for schools, school governance services, NQT services to schools, professional development, and the Erasmus Programme.

Information about you has been received by the Council and we would like to take this opportunity to provide you with information about how it will be handled and stored.

Your information is being held securely by The London Borough of Croydon. In particular the Education service, contactable at CroydonServicesforschools@croydon.gov.uk The Council's Data Protection Officer is: Sandra Herbert (Head of Corporate Law and Litigation) email address DPO@croydon.gov.uk.

Details of the legal basis the Council holds the information, categories of information and retention periods is contained in the Information Sharing Agreement which is available to you at www.octavopartnership.org/wp-content/uploads/2020/04/Information-Sharing-Agreement-Croydon-Council-Octavo-Final-March-2020-SIGNED-1.pdf

In summary the Council holds the information so that it can:

- deliver its statutory duties and associated statutory functions, including statutory education and employer duties, and/or
- to enable the performance of a customer agreement/contract, entered into either by you or your employer/school and these customer agreements are transferring from Octavo to the Council.

The categories of personal data we hold are those which were provided to Octavo and vary depending on the service we are taking over from them.

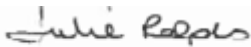
If the Council share your information with anyone, it will only do so if it is necessary and in accordance with the law. The Council's Privacy Notice can be found at [Privacy notices - Corporate privacy notice - London Borough of Croydon](#)

All individuals have the right to request from the Council access to and rectification or erasure of personal data or restriction of processing concerning the data subject and to object to processing as well as the right to data portability. Please contact SAR@croydon.gov.uk

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner's Office.

If you have any queries, please contact CroydonServicesforschools@croydon.gov.uk quoting 'Octavo – Personal Data Enquiry' in the subject line.

Yours sincerely



Julie Ralphs
Head of Service Education Commissioning & Post-16 Participation
Education Department