

# De La Salle College



## Data Handling Policy

Compiled by: The Head Master	Date: July 2014
Policy Holder: Mr J Turner	Revision date: July 2017

## Data Handling Policy

### **Fair processing notice**

De La Salle College holds information on all its students in order to ensure efficient educational management and safeguarding, in doing so we follow the Data Protection (Jersey) Law 2005. We use this information in order to safeguard and promote the welfare of our students, promote the objectives and interests of the College, facilitate the efficient operation of the College and ensure compliance with relevant legal obligations. Examples include: the College keeping details of medical conditions from which a student may suffer so that staff will be able to respond appropriately in the event of a medical emergency.

This means that the data we hold about your son must only be used for specific purposes allowed by law. This statement outlines the types of data held, why that data is held, and to whom it may be passed.

As a private school, De La Salle College is a data controller and holds information on its' students in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess the school's performance. This information includes contact details, National Curriculum assessment results, attendance information, special educational needs and any relevant medical information.

Our websites do not automatically capture or store personal information, other than logging the user's IP address and session information such as the duration of the visit and the type of browser used. This is recognized by the web server and is only used for system administration and to provide statistics.

Should you wish to contact us, you will be asked to submit some personal information (e.g. your name and email address). By entering your details in the fields requested, you enable us to provide you with information you require. Your message and details may be passed on to colleagues who are better able to answer your questions. Except as might be required by law, we do not share this information with external bodies.

De La Salle College uses CCTV to monitor its premises and adjacent areas in order to maintain security and to prevent and investigate crime. We may on occasion use this footage for safeguarding purposes. Footage is retained for a maximum of 30 days and then securely destroyed.

De La Salle College uses photographic images in its publications and on its websites. We will not publish photographs of individuals alongside their names without the agreement of the appropriate individual.

As part of our admissions procedure we collect details of candidates and their parents or guardians. This information may be used for administrative or legal purposes during the admissions process. Should the application be unsuccessful this information will be securely destroyed unless there is an on-going query.

When a pupil accepts a place at De La Salle College further data may be collected in addition to that submitted as part of the admissions process. This might include: medical records and information, including details of any illnesses, allergies or other medical conditions suffered by pupils; personal details such as home address, date of birth and next of kin; information concerning pupil's performance at school, including their discipline record, School reports and examination results; financial information including information about the payment of fees; biometric data – specifically finger pattern technology. This information is kept electronically on the College's information management system and/or manually in indexed filing systems.

The College may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. De La Salle College confirms that it will not disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Law applies (please refer to the Data Protection (Jersey) Law 2005). Where De La Salle College receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. If the data requested can be anonymised the College will release the information in this form.

From time to time, the College is required to pass on data to the Department for Education, Sport and Culture. When a pupil is transferring, upon request we will pass on all information relevant to the education and care of that pupil to other schools and institutions, in accordance with our public function. We will normally supply you as the parent with the data which we hold so that you may pass it on to the third party requesting said data. We will inform ESC at that time that we have passed this data to you for onward transfer. However, you may elect for us to transfer this data direct and we will act upon your written instructions. Information is also passed directly to UK examination and assessment organisations for processing. The resultant information is returned both to De La Salle College and the Department for Education, Sport and Culture.(ESC)

We are satisfied that data supplied to the Department for Education, Sport and Culture about students from De La Salle is only used to carry out specific functions for which ESC is responsible, that is: to evaluate and develop education policy and to monitor the performance of the education service as a whole. Information will also be used to assess any special educational needs the pupil may have. ESC also uses the information to derive statistics to inform decision-making on (for example) the funding of schools, and to assess the performance of schools and set targets for them. Information may be shared by the Department for Education, Sport and Culture with other States Departments or agencies for statistical or research purposes, or with Social Services or other relevant agencies for the purposes of safeguarding. Information is also passed to the Population Office and the Statistics Unit in accordance with our public function and legal obligations.

Contact details are provided to the Department for Health and Social Services and Family Nursing & Homecare in order that parents may be contacted regarding child health programmes, such as the dental screening scheme and the vaccination programme.

Pupils, as data subjects, have certain rights under the Data Protection (Jersey) Law, including a general right of access to personal information held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, this can be done through a subject access request. This is a formal procedure which is started in the first instance by contacting the school. The school is allowed to charge a maximum of £30 for supplying the information. However, if you believe the Department of Education Sport and Culture or the examination or assessment organisations hold personal data that you wish to review then the data protection officer for these organisations should be contacted to initiate a subject access request process.

Please note that all rights under the Data Protection (Jersey) Law to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.