

De La Salle College



Fair Processing Notice

Compiled by: Mr S Barrett	Date: May 2018
Policy Holder: Mr S Barrett	Revision date: July 2019

Please note that De La Salle College processes data on all its students in line with the Data Protection (Jersey) Law 2018 (to comply with the EU General Data Protection Regulations 2018 - GDPR), and which is outlined in the De La Salle College Data Handling Policy and the De La Salle Privacy Notice. We process this data in order to ensure efficient educational management and safeguarding of our students. 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 as outlined in the Data Protection (Jersey) Law 2018. 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 and pastoral 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 express consent of the appropriate individual or parent/guardian.

As part of our Admission procedures we collect details of candidates and their parents or guardians. This information may be used for administrative or legal purposes during the Admission process. Should the application be unsuccessful this information will be securely destroyed, as referenced in in the retention schedule of our Data Handling Policy, unless there is an ongoing 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. 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 express consent or one of the specific exemptions under the Data Protection Law applies (please refer to the Data Protection (Jersey) Law 2018). 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. When a pupil is transferring we will pass on all information relevant to the education and care of that pupil to schools and institutions, in accordance with our public function. When the data requested by a third party does not fall under public function, in addition to gaining your express consent, we will normally supply you as the parent/data subject with the data which we hold so that you may pass it on to the third party requesting said data. 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 in accordance with Article 60 of the Data Protection (Jersey) Law 2018.

We are satisfied that data supplied to the Department for Education about students from De La Salle is only used to carry out public functions responsibly, that is: to evaluate and develop education policy, to monitor the performance of the education service as a whole, to assess any special educational needs the pupil may have, 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 with other States Departments or agencies for statistical or research purposes, for the purposes of safeguarding and in accordance with public function and legal obligations.

Data such as contact details maybe provided to the Department for Health & Social Services and Family Nursing and Home Care in order that parents may be contacted regarding child health programmes, such as the dental screen scheme and the vaccination programme.

Pupils, as data subjects, have certain rights under the Data Protection (Jersey) Law 2018, including a general right of access. Please note that all rights under the new Data Protection (Jersey) Law 2018 to do with personal data rights will rest with pupils as soon as they are old enough to understand these rights. Under the new regulation this age is decreed as when a person is of the age of 13 years old. (We would therefore encourage you to share this note with your child if they are aged 13 or over.) Up until the age of 13 parents are able to access personal data held about their child, as under the law the child is deemed too young to exercise this right for themselves. If you are acting for your child under the age of 13 and 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 Data Protection Officer. The school will not charge for this service although a reasonable fee, in relation to administrative costs, may be levied should a request be manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information.

If we are confident that the data subject over the age of 13 can understand their rights, then we would usually respond directly to the data subject, unless the data subject authorises a person with parental responsibility to exercise their rights on their behalf or if it is evident that this is in the best interests of the child.

However please note that an adult with parental responsibility may also ask you for a copy of the personal data or exercise one of the data subjects other rights on their behalf. We may also respond directly to the adult if we are satisfied that the child is not competent, and that the person who has approached us holds parental responsibility for the child.

Finally, if you believe the Department of Education 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.