

De La Salle College



Privacy Notice Policy

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

Privacy Notice (How we use pupil, parent, staff and Alumni information)

We collect and use pupil information on the basis of “Article 6”, “Schedule 2 of Article 9” and “Article 29” of the Data Protection (Jersey) Law 2018 (which complies with the EU General Data Protection Regulations - GDPR).

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant Medical Information (such as both short term and long term conditions)
- Special Educational needs (such as learning difficulties with dyslexia or writing speed)
- Assessment Information (such as CAT scores, internal examination results and public examination results)
- Behavioural Information (such as detentions, merits, achievements assemblies)

The categories of parent information that we collect, hold and share include:

- Personal information (such as name, address, telephone number, email and marital status, parental responsibility)

The categories of staff information that we collect, hold and share include:

- Personal information (such as name, address, telephone number and email)
- Banking details (such Bank name and account number)
- DBS information results
- Relevant Medical Information (such as both short term and long term conditions)

The categories of Alumni information that we collect, hold and share include:

- Personal information (such as name, address, telephone number, email) □ Attendance information as student

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

We may also receive information from previous schools or colleges or the Education Department Jersey.

Note: We have a (legal) duty under the DPL to ensure that any personal data we process is handled and stored securely.

We use the parent data:

- to ensure emergency contact can be made if necessary
- to help provide appropriate pastoral care

We use the staff data:

- to ensure contact can be made
- to provide remuneration for services
- to comply with the law regarding appropriateness to work with children.

We use the alumni data:

- to advise previous students of College events
- to ensure our records of attendance are complete in case of verification requirements

Collecting 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 Data Protection (Jersey) Law 2018, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

We hold data for no longer than is necessary. Full details of data retention lists can be found in the schedule of the De La Salle College Data Handling Policy.

Who we share pupil information with

We routinely share pupil information with:

- Schools, Colleges or University's that the pupil's attend after leaving us
- The Health Department Jersey
- The Education Department Jersey
- External Agencies such as CAHMS
- Any member who makes up the Multi-Agency Safeguarding Hub

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Education Department Jersey on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

As a school we may share information as is stated in Articles 27 and 28 of the Data Protection (Jersey) Law 2018 but with exceptions which are noted under Articles 60 and 61 of the said law.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Education Department Jersey go to <https://www.gov.je/Education/Pages/default.aspx> or in accordance with paragraph 4 of schedule 2 of the Data Protection (Jersey) Law 2018.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a subject access request contact Mr Simon Barrett.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with our Data Protection Officer in the first instance. Alternatively, you can contact the Office of the Information Commissioner at <https://oicjersey.org/>

For your information De La Salle College's Data Controller is Jason Turner and Data Protection Officer is Simon Barrett.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Simon Barrett Data Protection Officer
De La Salle College Wellington Road St
Saviour JE2 7TH
Telephone 01534 754100