



# Les Quennevais School – Fair Processing Statement

## DATA PROTECTION (JERSEY) LAW 2005

The information provided by you is required by Les Quennevais School to ensure that we are aware of the circumstances of your child and to enable us to contact you when necessary. Relevant information supplied by you may be disclosed to other sections of the Education Sports and Culture Department and other agencies for purposes of safeguarding (e.g. if changing schools) or to other educational organisations (e.g. Examination Boards) where it is in the interest of your child to do so. Please ensure that you notify us promptly of any changes to the information supplied. By signing this statement you are agreeing to this. It may be necessary at times to display details relating to your child in the staff room in order for us to support each child.

Les Quennevais School and the Department for Education, Sport and Culture hold information on pupils in order to run the education system and in doing so have to follow the Data Protection (Jersey) Law 2005. This means that the data held on pupils 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.

The school is a data controller and holds information on pupils 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.

From time to time, the school is required to pass on some of this data to the Department for Education, Sport and Culture. When a pupil is transferring, schools and the Department 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. Information is also passed to UK examination and assessment organisations for processing. The resultant information is returned to both schools and the Department for Education, Sport and Culture.

The Department for Education, Sport and Culture uses information about pupils to carry out specific functions for which it is responsible, 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. The Department 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. Information is also shared between Social Security and the Department for Education Sport and Culture in order to profile attainment levels of students in order to inform targeted funding and plan outcomes. 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 Health and Social Services, the police or other relevant agencies for the purposes of safeguarding.

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.

Les Quennevais School uses CCTV to monitor its premises and adjacent areas to maintain security and to prevent and investigate crime. Footage is retained for 30 days and then securely destroyed in accordance with the School's Record Retention Policy.

The School's notification (registration) with the Information Commissioner is now worldwide. This means that we may upload personal data to servers hosted outside the European Economic Area, however any data sharing will still be within the Data Protection (Jersey) Law 2005.

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. If you believe the Department of Education Sport and Culture or the examination or assessment organisations hold personal data then the data protection officer for these organisations should be contacted to initiate a subject access request process. Details may be obtained from The Department for Education, Sport and Culture.

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

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their display within the school, on the school website and occasionally in the public media,

The school will comply with the Jersey Data Protection Law and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Law). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.