

St Lawrence School Fair Processing Notice

DATA PROTECTION (JERSEY) LAW 2005

Schools 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, amongst other things that the data held on pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about 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 or safeguarding 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 to another school, schools and the Department will pass on all information relevant to the education and care of that pupil to other schools and institutions. Information is also passed to UK examination and assessment organisations for processing.

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.

From time to time the school uploads personal data about pupils to web based servers using the following applications for educational purposes and for the purposes of facilitating communication with you about your child's schooling. We use EExAT, Mathletics and GL Assessments. Personal data is not uploaded to Facebook or Twitter.

Sensitive personal data (such as health data or ethnicity) will not usually be uploaded to the internet under any circumstances. If it is uploaded then that will only occur with explicit written parental consent.

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.

From time to time, the school uses a third-party data processor to process data on our behalf. We use APFS to print Christmas cards that the children design and this company processes data to allow ordering online. We use a local photographer to provide individual, class and whole school photographs of the children and a data sharing agreement is signed by both parties. The photographs are printed, sold and distributed to parents for personal use. We use a local company to video our Christmas production and this company produces DVDs which are available for families to buy. The school always gains parent's written consent to allow their child to be recorded by this company.