

ST CLEMENT'S SCHOOL FAIR PROCESSING STATEMENT

DATA PROTECTION (JERSEY) LAW 2005



St. Clement's 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 with the Data Protection (Jersey) Law 2005. This means that the data held about 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 that 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, details of first language, 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 schools 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 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 for them.

Information is also shared between Social Security and the Department, Sport and Culture in order to profile attainment levels of students 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 may also be provided to the Department for Health and Social Services and Family Nursing and 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 applications for education purposes and for the purposes of facilitating contact and communication with you about your child's schooling:

These currently include:

- Activlearn
- Google Apps For Education
- Early Excellence
- Webreality

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 (or the pupil themselves if they are of an appropriate age).

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

We have external CCTV on site. Images are recorded for the purposes of crime prevention, public protection and security.

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 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.

At present the school uses the following third party data processors: Bentley Photographic, AEA Designs and Digital Diggle. Contracts are held with these companies to ensure that data is held and disposed of securely.