



Janvrin School Fair Processing Notice

DATA PROTECTION (JERSEY) LAW 2005

September 2017

Schools and the Education Department hold information on pupils in order to run the education system and in doing so have to comply with the Data Protection (Jersey) Law 2005. This means that the personal 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 or safeguarding information.

From time to time, the school is required to pass on some of this data to the Education Department. 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 Education Department 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 Education Department in order to profile attainment levels of students in order to inform targeted funding and plan outcomes. Information may be shared by the Education Department 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 & 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 education purposes, and for the purposes of facilitating communication with you about your child's schooling:

- **School Pupil Tracker Online** (assessment and attainment data).
- **BSquared Ltd** (assessment and attainment data, from April 2016)
- **Renaissance Learning** (assessment and attainment data)
- **Purple Mash** (assessment and attainment data)
- **Tapestry** (assessment and attainment data)



- **Education City** (assessment and attainment data)
- **Micro Librarian** (assessment and attainment data)
- **Google Apps for Education**
- **Micro Librarian** (assessment and attainment data)
- **Twitter** (Photographs and information about school events- These will be unnamed images where children are not clearly identifiable (i.e. not their faces).
- **Facebook** (P.T.A information about events and diary dates, photographs- where children are not clearly identifiable (i.e. not of their faces)
- **GL Assessment** (To process CATs assessments in Year 5 and other online testing used from time to time.)
- **Video Enhanced Observation (VEO)** is used for the purposes of formative feedback to pupils, staff self-evaluation and professional development, and for training & development purposes across Jersey schools. The system is typically accessed and operated by means of an iPad app which captures a video recording of the lesson (or part thereof), to which commentary and analysis can be added either live (by an observer) or retrospectively during a subsequent review. Video footage is stored on the iPad and can be transferred to a cloud storage solution (hosted by Amazon Web Services) ONLY via the VEO web application in order to facilitate access, review and sharing at a more convenient place and time.

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 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, and sensitive personal data will not be uploaded to the internet without explicit 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 Education Department 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 Education Department.

The school uses Peter Trenchard Photography as a school photography service in order to provide you the opportunity to purchase images of your child for personal use. We have a separate Data Processing Agreement with this company to ensure the data obtained is only used for this purpose and is stored securely in line with this Fair Processing notice.