

DE LA SALLE COLLEGE



FAIR PROCESSING NOTICE DATA PROTECTION

*“AND IT SHALL COME TO PASS THAT EVERYONE WHO CALLS
UPOIN THE NAME OF THE LORD SHALL BE SAVED.”*

ACTS 2:21

Compiled by: The Head of College	Last Reviewed: June 2025
Policy Holder: Mr D. Washington	Revision date: June 2026
Oversight Governor: Tracey Townsend	Verification date: Lent Term 2024

Introduction

De La Salle College processes data on all its students in line with the Data Protection (Jersey) Law 2018 (to comply with the EU General Data Protection Regulations 2018 - GDPR), and which is outlined in the De La Salle College Data Handling Policy and the De La Salle Privacy Notice. We process this data in order to ensure efficient educational management and safeguarding of our students. We use this information in order to safeguard and promote the welfare of our students, promote the objectives and interests of the College, facilitate the efficient operation of the College and ensure compliance with relevant legal obligations. Examples include: the College keeping details of medical conditions from which a student may suffer so that staff will be able to respond appropriately in the event of a medical emergency.

This means that the data we hold about your son must only be used for specific purposes allowed by law as outlined in the Data Protection (Jersey) Law 2018. This policy outlines the types of data held, why that data is held, and to whom it may be passed.

Types of data held and the reason why data is held

As a private school, De La Salle College is a data controller and holds information on its students in order to:

- support teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the school's performance

This information includes:

- contact details
- National Curriculum assessment results
- attendance information
- special educational needs
- relevant medical information

De La Salle College uses CCTV to monitor its premises and adjacent areas in order to maintain security and to prevent and investigate crime. We may on occasion use this footage for safeguarding and pastoral purposes. Footage is retained for a maximum of 30 days and then securely destroyed.

De La Salle College uses photographic images in its publications and on its websites.

Any time we use photos of your son in our marketing or social media feed we will ensure we have consent to – all parents should have completed our digital Photo Permissions form on Microsoft Forms, as per the Social Media Policy. Where large public events are attended, we may publish general photographs without asking for consent, these releases would be covered by 'Legitimate Interest'. Instances may include, but would not be limited to; public events covered by the press or public events where information is already in the public domain (race results for example).

We will never sell your personal data. Our contractors are obliged to keep your details securely, and use them only in relation to providing support services to the college for which they have been contracted by us. All third-party contractors of the college are subject to a Data Privacy Impact Assessment (DPIA) and contractual terms that comply with the requirements of the GDPR to ensure data subjects rights are not infringed.

As part of the De La Salle admission procedure, we collect details of candidates and their parents or guardians. This information may be used for administrative or legal purposes during the admission process. Should the application be unsuccessful, this information will be securely destroyed, as referenced in the retention schedule of our Data Handling Policy, unless there is an ongoing query.

When a pupil accepts a place at De La Salle College further data may be collected in addition to that submitted as part of the admissions process.

This might include:

- medical records and information, including details of any illnesses, allergies or other medical conditions suffered by pupils
- personal details such as home address, date of birth and next of kin;
- information concerning pupil's performance at school, including their discipline record, School reports and examination results;
- financial information including information about the payment of fees

This information is kept electronically on the College's information management system and/or manually in indexed filing systems.

Data requests and procedures for supplying data

The College may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. De La Salle College confirms that it will not disclose information unless the individual has given their express consent or one of the specific exemptions under the Data Protection Law applies (please refer to the Data Protection (Jersey) Law 2018). Where De La Salle College receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. If the data requested can be anonymised the College will release the information in this form.

Department of Education and other States Departments

From time to time, the College is required to pass on data to the Department of Education. When a pupil is transferring the College will pass on all information relevant to the education and care of that pupil to schools and institutions, in accordance with our public function.

When the data requested by a third party does not fall under public function the College will gain express parental consent. The College will normally supply the parent/data subject with the data which we hold, so that you may pass it on to the third party requesting the data. However, you may elect for us to transfer this data direct and we will act upon your written instructions. Information is also passed directly to UK examination and assessment

organisations for processing in accordance with Article 60 of the Data Protection (Jersey) Law 2018.

We are satisfied that data supplied to the Department of Education about students from De La Salle is only used to carry out the following public functions responsibly.

1. To evaluate and develop education policy.
2. To monitor the performance of the education service as a whole.
3. To assess any special educational needs the pupil may have.
4. To derive statistics to inform decision-making on (for example) the funding of schools.
5. To assess the performance of schools and set targets for them.

Information may be shared by the Department of Education with other States Departments or agencies for statistical or research purposes, for the purposes of safeguarding and in accordance with public function and legal obligations.

Data such as contact details maybe provided to the Department for Health & Social Services and Family Nursing and Home Care in order that parents may be contacted regarding child health programmes, such as the dental screen scheme and the vaccination programme.

Rights and the Data Protection (Jersey) Law 2018

Pupils, as data subjects, have certain rights under the Data Protection (Jersey) Law 2018, including a general right of access. Please note that all rights under the new Data Protection (Jersey) Law 2018 to do with personal data rights will rest with pupils as soon as they are old enough to understand these rights. Under the new regulation this age is decreed as when a person is of the age of 13 years old (we would therefore encourage you to share this note with your child if they are aged 13 or over). Up until the age of 13, parents are able to access personal data held about their child, as under the law the child is deemed too young to exercise this right for themselves. If you are acting for your child under the age of 13 and 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 Data Protection Officer. The school will not charge for this service although a reasonable fee, in relation to administrative costs, may be levied should a request be manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information.

If we are confident that the data subject over the age of 13 can understand their rights, then we would usually respond directly to the data subject, unless the data subject authorises a person with parental responsibility to exercise their rights on their behalf or if it is evident that this is in the best interests of the child.

However, please note that an adult with parental responsibility may also ask you for a copy of the personal data or exercise one of the data subjects other rights on their behalf. We may also respond directly to the adult if we are satisfied that the child is not competent, and that the person who has approached us holds parental responsibility for the child.

Finally, if you believe the Department of Education or the examination or assessment organisations hold personal data that you wish to review, then the data protection officer for these organisations should be contacted to initiate a subject access request process.