Le Rocquier School Privacy Notice

Our contact details
Name: **Mr Andrew Adkin**
Address: **La Grande Route de St Clement, St Clement, JE2 6QP**
Phone Number: **+44 (0)1534 855876**
E-mail: **admin@lrs.sch.je**

What type of information we have
We currently collect and process the following information:

- Name of child
- Address of child and parent / carer
- Contact details – phone, email
- Child DOB
- Child gender
- Verification of birth (i.e. copy of birth certificate)
- Medical information that is relevant to child
- Parental responsibility
- Bank account details
- Social security number
- Children looked after status (inc previously looked after)
- Contact Tracing and Positive Cases

How we get the information and why we have it
Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Stay in touch with you
- Verify you are who you say you are
- Answer your query
- Handle your application
- Provide you with information you need
- Meet our statutory obligations
- Carry out the service we provide, and to monitor and improve our performance in responding to your service request
- To ensure that we meet our legal obligations
- Where necessary for our law enforcement functions
- Where necessary to protect individuals from harm or injury
- To prevent and detect crime
- To process financial transactions including grants or payment of benefits
- To allow the statistical analysis of data so we can plan the provision of services

Le Rocquier School

Under the Data Protection (Jersey) Law 2018, the lawful bases we rely on for processing this information are:

A. **Your consent. You are able to remove your consent at any time. You can do this by contacting** admin@lrs.sch.je

B. **We have a contractual obligation.**

C. **We have a legal obligation.**

D. **We have a vital interest.**

E. **We need it to perform a public task.**

F. **We have a legitimate interest.**

What we do with the information we have

We use the information that you have given us in order to

- To meet all our legal and statutory obligations
- For verification purposes
- To hold a student record file, to track and monitor a child's academic and pastoral progress to be able to provide you with information you need.
- Providing examination information for students to be able to collect their examination results in addition to tracking and monitoring of examination progress.
- To communicate effectively with you; to provide you with information you need and carry out the service you have requested.
- To utilise appropriate online teaching and learning tools, for tracking and monitoring of children's learning.
- To communicate celebration and relevant information effectively with you and to provide you with information and updates.
- To prevent and detect crime, to protect individuals from harm or injury.

We may share this information with

- Departments within the States of Jersey (inc. Contact Tracing Team)
- The Police including CIST
- Health Services including CAHMS, MASH, MARAC, JMAPPA
- Social Services
- IPHR (Covid-19 -Parental information relating to direct contacts)
- Schools and Jersey Youth Service
- SIMs (MiS student and staff Database)
- GL Assessments (Examination data)
- Examining boards including CIE, Edexcel, TQUK, NCFE
- In Touch (Parent communication)
- Pay 360 Education Payments (payment system)
- Google Classroom (Student and teacher learning tool)
- Doddle (Student and teacher learning tool)

- Show My Homework (Student and teacher learning tool)
- Social Media (Facebook, Twitter, Instagram)
- 4Matrix (Data management tool)
- Kerboodle (Student and teaching learning tool)
- Travel Booking Companies including NST, BA, Easyjet
- Provision Map (SENCO provision tool)
- Reading Programmes including Lexia, Reading Plus

How we store your information

Your information is securely stored on the premises of Le Rocquier School or on the States of Jersey exchange server.
We keep personal information for the recommended time period as advised by the Government of Jersey Education department's retention schedules which can be found on www.gov.je. We will then confidentially dispose of your information.

Your data protection rights

Under data protection law, you have rights including:
Your right of access - You have the right to ask us for copies of your personal information.
Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.
Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
You are not required to pay any charge for exercising your rights. If you make a request, we have four weeks to respond to you.
Please contact sar@gov.je if you wish to make a request.

How to complain

You can also complain to the Jersey Office of the Information Commissioner (JOIC) if you are unhappy with how we have used your data.
JOIC's address:
2nd Floor
5 Castle Street
St. Helier
Jersey
JE2 3BT
enquiries@jerseyoic.org
+44 (0) 1534 716530