



Please complete and sign in the highlighted places on this document and return to the form tutor.

Name of student:

For the Parent / Guardian of the above-named student:

Data Protection (Jersey) Law 2018

The contact information provided by you is required by Les Quennevais School to ensure that we are aware of the circumstances of your child and to enable us to contact you when necessary. Relevant information supplied by you may be disclosed to other sections of Children, Young People, Education and Skills (hereinafter referred to as CYPES.) and other agencies for purposes of safeguarding (e.g. if changing schools) or to other educational organisations (e.g. Examination Boards) where it is in the interest of your child to do so. Please ensure that you notify us promptly of any changes to the information supplied.

Les Quennevais School and CYPES. hold information on parents and pupils in order to run the education system and in doing so have to follow the Data Protection (Jersey) Law 2018. This means that the data held 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 both parents and pupils in order to support teaching and learning, to monitor and report on 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 information. It may be necessary at times to display details relating to your child in the staff room in order for us to support them effectively.

From time to time, the school is required to pass on some of this data to CYPES. When a pupil is transferring, schools and CYPES 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 resultant information is returned to both schools and CYPES.

CYPES 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. CYPES 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 CYPES. in order to profile attainment levels of students in order to inform targeted funding and plan outcomes. Information may be shared by CYPES. 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. Parental information will also be sent to the Integrated Public Health Record system (IPHR) as part of the response to Covid-19 to ensure accuracy of corresponding with direct contacts.

Les Quennevais School uses CCTV to monitor high traffic areas within the premises to maintain security and to prevent and investigate crime. Footage is retained for 30 days and then securely destroyed in accordance with the School's Record Retention Policy. In addition, we have a computerised sign-in / out system that takes a photograph as part of the check in process. These photographs are solely for use within school, are only used for identification / security purposes and are not stored in the cloud.

The School's notification (registration) with the Information Commissioner is now worldwide. This means that we may upload personal data to servers hosted outside the European Economic Area, however any data sharing will still be within 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 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. If you believe CYPES 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. Details may be obtained from CYPES.

Please note that all rights under the Data Protection (Jersey) Law 2018 to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

For further information about Data Protection and your rights as regards your own data please read our Privacy Policy which has been published on the school website.

You must have parental responsibility (PR) to sign this form

What is Parental Responsibility?

Parental responsibility means that a person, or perhaps two people have the right to make decisions about a child or children. This might be making decisions about what school they go to, what religion they follow or what injections they have. (Article 3 Children (Jersey) Law 2002)

Who can have Parental Responsibility?

For children born before 2nd December 2016;

Where a child's father and mother were married to each other at the time of his or her birth, they each have parental responsibility for the child. That means they both have the right to make decisions about the child.

Where the child's parents were not married to each other at the time of the child's birth, only the mother has parental responsibility and the right to make decisions. The father can ask for the right to make decisions by reaching a Parental Responsibility Agreement with the mother or by going to court and asking the court to make a Parental Responsibility Order. A person with a Residence Order in respect of a child also has parental responsibility for the child.

Where the child's parents were not married to each other at the time of the child's birth but subsequently marry each other, they should seek legal advice on whether the father has joint parental responsibility.

From the **2nd December 2016** unmarried fathers who are named on their child's birth certificate will have automatic parental responsibility, following a change in the law, see here [Children and Adoption \(Amendment\) \(Jersey\) Law 2016](#) (The change does not apply to children born before the 2nd December 2016, even where the unmarried father is named on the birth certificate).

Digital Images

Les Quennevais School believes that the responsible use of images can make a valuable contribution to the life of our school. Careful use of images can celebrate success, increase pupil motivation and help parents and the local community identify and recognise our achievements. Photographic images may be used through display within the school building, on our website, in printed publications and occasionally in the public media. Students and staff may also use digital cameras to record evidence of activities in lessons and out of school.

The school will comply with the Data Protection (Jersey) Law 2018 and hereby request parents / guardians permission before taking images of members of the school. We will also ensure that when images are published, the students **cannot be identified by the use of their names.**

Parents / guardians are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Law). To respect everyone's privacy and in some

cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.

Name of Student:

Please confirm your agreement by indicating on the table below:

I give permission for my child's image to be printed in publications that we produce for promotional purposes e.g. the school prospectus or transition booklet.	Yes / No
I give permission for my child's image to be used on the school website.	Yes / No
I give permission for my child's image to be used in the media (e.g. The JEP) in connection with school activities and achievements. Their name's will not be printed.	Yes / No
I give permission for my child's image to be used on the school's Facebook / Twitter feed in connection with school activities.	Yes / No

Conditions of use:

- We will not use the name of any child or adult in a photographic image on our website without permission
- We will not include personal email, postal address, or telephone numbers on digital images on our website or in any school publication
- We may use group or class photographs or footage with very general labels – e.g. 'A Year 7 Science lesson'
- We will only use images of students who are suitably dressed to reduce the chances of the images being used inappropriately.

I have read and understood the conditions of use above and agree to my child's digital image being used as described:

Signed: **Date:**

Parent/Guardian

Information Messaging

This form is valid from the date of signing until your child leaves the school, but you have the right to change your mind at any point and can do this by informing the school office in writing. Should you wish to discuss the use of images at any time then please do not hesitate to contact Kelly Noel – Data Protection Officer on 743171.

Name of Student:**Web Based Applications**

From time to time the school will upload personal data about pupils to web-based servers for education purposes and for the purposes of facilitating contact and / or communication with you about your child's schooling. This data may occasionally consist of 'Special Data' which could potentially include details relating to your child's physical and mental learning needs. The school has considered that the use of each and every application listed is warranted in terms of the benefits they provide to both pupils and staff and have carefully reviewed security provisions and Data Protection policies, copies of which can be provided on request.

Please note that not every pupil will have access to all applications as they are allocated in accordance with learning requirements. Here follows a list of web-based applications currently used within the school environment. This list will be amended from time to time, an up-to-date version is maintained on the school Website.

<i>Adobe Creative Cloud</i>	<i>Lexia</i>
<i>B Squared</i>	<i>Lingascope</i>
<i>Bentley Open Building Designer (Lumen RT)</i>	<i>Musescore</i>
<i>Canva Pro</i>	<i>MyMaths</i>
<i>Chrome Speechnotes</i>	<i>Parents Evening booking systems</i>
<i>Classcharts</i>	<i>Parent Pay</i>
<i>Clickview</i>	<i>Pearson Active Learn</i>
<i>Complete Maths</i>	<i>Pixl</i>
<i>Diagnostic Questions</i>	<i>Provision Mapper</i>
<i>Doddle</i>	<i>Quizlet</i>
<i>EdPuzzle</i>	<i>Reading Plus</i>
<i>Educake</i>	<i>Sketchup</i>
<i>Facebook</i>	<i>Screencastify</i>
<i>Flipgrid</i>	<i>Seneca Learning</i>
<i>Flowgorithm</i>	<i>Sihouette</i>
<i>Focus on sound</i>	<i>SIMS</i>
<i>Formit</i>	<i>SIMS Admissions plus</i>
<i>GCSE Pod</i>	<i>Sound Trap</i>
<i>Get Revising</i>	<i>Syphony Maths</i>
<i>Google Apps for Education</i>	<i>Tassomai</i>
<i>Google Play</i>	<i>Techsoft</i>
<i>Hodder Dynamic Learning</i>	<i>Thinglink</i>
<i>Idle (python)</i>	<i>Tinkercad</i>
<i>Idoceo</i>	<i>Trilby TV</i>
<i>Iris Connect</i>	<i>Twitter</i>
<i>IXL</i>	<i>ZigZag Education</i>
<i>Layout</i>	

Should you have any questions regarding the use of this software please contact Kelly Noel (Data Protection Officer)

As the parent / guardian of the above-named student, I am providing my explicit consent for the school to use the above applications to fulfil the learning needs of my child. I note that I do have the option to withdraw my consent at any time.

In addition the school also uses various applications that are deemed necessary in order for us to perform tasks as set out in the law.

Signed: **Date:**

Parent/Guardian

