Janvrin School

Data Protection Policy, Procedures and Guidance

May 2026

Data Protection Policy, Procedures and Guidance

Janvrin School Privacy Notice

Janvrin School is registered as a **Data Controller** under the **Data Protection (Jersey) Law 2018**. We collect and process personal information in order to provide educational services, fulfil our statutory duties and meet legal obligations.

This Privacy Notice explains how we collect, use, store and share personal information. Information may be obtained through:

- Paper or online forms
- Telephone conversations
- Email correspondence
- School staff
- Government of Jersey departments (where appropriate)

This notice is reviewed regularly to ensure it remains accurate and reflects changes in legislation, school practices and service requirements.

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1. Information We Collect

We may collect the following personal information: **Child**

Information

- Full name
- Date of birth
- Address
- Gender
- Birth certificate (for verification purposes)
- Medical information relevant to education or welfare
- Special Educational Needs (SEN) information
- Photographs
- CCTV images

Parent/Carer Information

- Full name
- Address

- Telephone number(s)
- Email address(es)
- Parental responsibility information
- Social Security number

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2. Why We Collect Information

We collect and process information to:

- Maintain contact with parents and carers
- Verify identity
- Respond to queries
- Process applications and requests
- Provide information and services
- Meet statutory and legal obligations
- Deliver educational services
- Monitor and improve service delivery
- Safeguard children and vulnerable individuals
- Prevent and detect crime
- Process financial transactions, grants or benefits
- Analyse data to support service planning and improvement

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3. How We Use Your Information

Janvrin School processes personal information in accordance with the **Data Protection (Jersey) Law 2018**.

We will:

- Use information fairly and lawfully
- Keep information accurate and up to date
- Retain information only for as long as necessary
- Protect information from unauthorised access or disclosure

Retention periods are determined by statutory requirements and school retention schedules. Details are available upon request.

Service Delivery

We may be unable to provide certain services if sufficient information is not provided or if consent is withheld where consent is required.

Confidentiality

Personal information provided in confidence will not normally be shared without permission unless:

- Required by law
- Necessary to protect an individual from harm
- Required for safeguarding purposes
- Necessary in other exceptional circumstances

Where appropriate, individuals will be informed before information is shared.

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4. Overseas Processing and Digital Platforms

In some cases, information may be processed using approved online services.

Examples include:

- Facebook
- Microsoft Office 365
- SIMS
- GL Assessments
- Seesaw
- Tapestry
- Maths Tutor
- EExAT

Appropriate safeguards are applied to ensure personal information remains protected.

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5. Data Sharing

Information may be shared with other Government of Jersey departments and authorised organisations where necessary to:

- Deliver services
- Meet legal obligations

- Safeguard children and adults
- Prevent or detect crime
- Protect individuals from harm

All organisations receiving information must maintain appropriate security arrangements and may only use information for authorised purposes.

Personal information will never be shared for marketing, sales or commercial purposes without explicit consent.

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6. Publication of Information

Information may be published on the school website or in the *Jersey Gazette* where:

- Required by law
- Necessary to demonstrate transparent decision-making
- Statistical information is published in anonymised form
- Consultation responses are published in anonymised form

Sensitive personal information will not be published unless required by law.

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7. Email Communications If

you contact us by email:

- We may retain your email correspondence
- Records may be kept for administrative purposes For security reasons:
- Confidential information should not be sent via email where possible
- Secure online services or postal services should be used for sensitive information

Email information will only be shared where:

- Necessary to deliver a service
- Required by law
- Permitted by legislation

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8. Telephone Calls

The school does not routinely record telephone calls.

However:

- Voicemail messages may be retained until actioned
- Notes may be taken regarding calls for administrative purposes

Information from telephone conversations will only be shared where necessary to:

- Deliver services
- Meet legal obligations
- Comply with statutory requirements

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9. Your Rights

Under the Data Protection (Jersey) Law 2018, you have the following rights:

Right to Restrict Processing

You may request that processing of your personal information is restricted where:

- Information is inaccurate
- Information is out of date
- Processing is no longer justified

Right to Withdraw Consent

Where processing is based on consent, you may withdraw that consent at any time.

Please note that withdrawal of consent may affect our ability to provide certain services.

Right to Rectification

You may request correction of inaccurate or incomplete information.

Right of Access

You may request a copy of the information held about you.

Right to Object

You may request that we stop processing your information in certain circumstances, although legal obligations may require us to continue processing some data.

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10. Complaints Contact Janvrin School

If you have concerns about how your information is being used, please contact:

Janvrin School
109 La Pouquelaye, Jersey JE2 3ZN

Telephone: +44 (0)1534 731306
Email: admin@janvrin.sch.je

Appendix A Organisations That Process Data

Janvrin School processes data using the following systems and services:

Organisation	Purpose
SIMS	Management Information System
Tapestry	Assessment and learning records
Seesaw	Online learning platform
GL Assessments	Educational assessments
Rising Stars	Educational resources
Facebook	School communication and promotion
Maths Tutor	Mathematics support
TT Rockstars	Mathematics learning
Hodder MARK	Assessment and tracking
InTouch	Parent communication system
E-Reception	Visitor management system

Purposes for Processing Data A. Student Records

Maintaining records, statutory duties and monitoring pupil progress.

B. Assessments and Examinations

Assessment administration and monitoring attainment.

C. Teaching and Learning

Supporting digital learning and monitoring progress.

D. Communication

Providing information and responding to enquiries.

E. School Promotion and Celebrations Sharing achievements and relevant school news.

Appendix B Data Sharing with Organisations

Janvrin School may share information with:

- Government of Jersey Departments
- Police
- Health and Safeguarding Services (including Children and Families Hub, CAMHS, MASH, MARAC and JMAPPA)
- Social Services
- Social Security
- Health Department (including COVID-related services)

Reasons for Sharing Information

Organisation	Purpose
Government Departı	Statutory duties, verification, service planning and financial administration
Police	Crime prevention, detection and safeguarding
Health and Safeguar Services	Protection of children and vulnerable individuals
Social Services	Welfare, safeguarding and statutory support
Social Security	Service delivery and entitlement administration
Health Department	Public health responsibilities and contact tracing where required

The school regularly reviews all information-sharing agreements to ensure compliance with legislation and best practice.

Review Date: Annually
Policy Owner: Janvrin School

Legislation: Data Protection (Jersey) Law 2018