

Fair Processing Notice – Secondary Schools Data Collection Form 2020

This Fair Processing Notice explains the processing that is being undertaken by the States of Guernsey Secondary Schools (The Grammar School, Les Beaucamps High, St Sampson’s High and La Mare de Carteret High) as part of the process of transferring children from Primary to Secondary education and for post 16 year students moving into further education at the Grammar School Sixth Form Centre.

Each school is registered as a data controller with the Office of the Data Protection Authority. The schools will use the information collected for multiple purposes which are linked to their core mandated responsibilities in administering education to pupils as per the Education (Guernsey) Law, 1970 and in line with the Bailiwick of Guernsey Curriculum.

1. The Data Protection Law

The States of Guernsey Secondary Schools (‘the controllers’) acknowledge their obligations as per the Data Protection Law, which provides a number of requirements in terms of processing activities involving personal data. The controllers further acknowledge the general principles of processing as well as the rights of a data subject and more information in relation to these can be found by visiting www.gov.gg/DP.

The controllers acknowledge that all processing must be lawful, fair and must be undertaken with transparency. The table below explains all of the data being collected by controllers for the purpose of transferring pupils from primary to secondary education (and when transferring post 16 pupils to the Grammar School Sixth Form Centre).

The personal data will be retained by the controllers in line with the States of Guernsey Retention & Disposal Schedule, which states that pupil records may be held until the child reaches the age of 25.

Personal data being collected	Lawful basis for processing
<u>Basic Personal Data:</u> <ul style="list-style-type: none">• Full name• Date of birth,• Gender,	<u>Basic Personal Data</u> Schedule 2, Part 1, Condition 5:

<ul style="list-style-type: none"> • Address • Whether the pupil has siblings at the school • Parental and next of kin contact information (including address, landline and mobile phone numbers and email address) <p><u>Special Category Data:</u></p> <p>Medical information about the pupil – this includes:</p> <ul style="list-style-type: none"> • GP surgery details • Details of any health condition the school should be aware of (asthma/epilepsy/allergies etc.) 	<p>“The processing is necessary for the exercise or performance by a public authority of –</p> <p>(a) A function that is of a public nature, or (b) A task carried out in the public interest.</p> <p><u>Special Category Data</u></p> <p>Schedule 2, Part 2, Condition 10 (a):</p> <p>“The processing is necessary for a health or social care purpose and is undertaken by –</p> <p>(i) a health professional, or</p> <p>(ii) a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if the person were a health professional”.</p>
---	--

The data collection form also asks parents/guardians to provide consent for specific activities and the use of their child’s images.

2. Contact Details

The contact details of the controllers listed within this notice are as follows:

The Grammar School and Sixth Form Centre

Les Varendes, St Andrews, Guernsey GY6 8TD

Tel: 256571

Email: office@grammar.sch.gg or sixthform@grammar.sch.gg for sixth form enquiries

Les Beaucamps High School

Ruette des Deslisles, Castel, Guernsey GY5 7DS

Tel: 01481 756040

Email: office@lesbeaucampshigh.sch.gg

St Sampson's High School

Rue de Dol, St. Sampson's, Guernsey GY2 4DA

Email: office@stsampsonshigh.sch.gg

Tel: 244411

La Mare de Carteret High

La Mare De Carteret High School, Rue Du Galaad, Castel, Guernsey GY5 7FL

Email: office@lamarehigh.sch.gg

Tel: 01481 256588

The contact details for the States of Guernsey Data Protection Team and the Data Protection Officer for ESC (Samantha Nichols) are as follows:

The Data Protection Team

Sir Charles Frossard House, La Charroterie, St. Peter Port. Guernsey. GY1 1FH.

Email: data.protection@gov.gg / Samantha.nichols@gov.gg