**Fair Processing Notice**

# The Headteacher in the name of Scoill Vallajeelt as Data Controller

# THIS DOCUMENT WILL BE UPDATED WHEN NECESSARY DURING THE SCHOOL YEAR

# The Headteacher, in the name of Scoill Vallajeelt, is a data controller for the purposes of the Data Protection Act 2002/General Data Protection Regulation (Isle of Man) Order 2018. The contact details for the Data Controller are:

# Scoill Vallajeelt , Meadow Crescent, Braddan, Isle of Man IM21NN.

# In addition to the information set out in the Isle of Man Privacy Notice, we may also collect the following information about your child as required by the Education Act 2001 and the Registration of Pupils Regulations 2016:

* + - 1. full legal name and where known, any former name or names;
      2. gender;
      3. date of birth;
      4. unique pupil number;
      5. ethnic group and by whom that information was provided;
      6. first language;
      7. date of admission to the school;
      8. year group;
      9. the address and postcode of the pupil’s usual residence and any other properties at which the pupil is also known to reside on occasion;
      10. the name and address of every person known to the school to be a parent of the pupil and at least one emergency contact telephone number;
      11. the name and address of any other schools the pupil is known to have attended, if any, and in the case of guest registration, any other schools at which the pupil is registered;
      12. full-time or part-time;
      13. day pupil or boarder;
      14. date of leaving the school;
      15. usual mode of transport to and from school;
      16. for any pupil who is known to the head teacher to be or to have been looked after by an appropriate organisation, the name of that organisation;
      17. (where applicable) that the pupil has been found eligible for free school meals;
      18. Attendance;
      19. Medical information for the vital interests of children where appropriate;
      20. Educational psychologists reports and supporting documents;
      21. Academic achievements;
      22. Skills and abilities;
      23. Educational progress;
      24. Special educational needs information;
      25. Suspension information;
      26. Course information;

# The Data Protection Officer for the Department of Education, Sport and Culture is: Andrew Shipley, Department of Education, Sport and Culture, Hamilton House, Douglas. IM1 5EZ. Tel 01624 685828. Email: DPO-DESC@gov.im.

# How we will use the information we collect about you

**Scoill Vallajeelt** may use your information to:

* register your child at the school;
* record attendance information;
* produce an educational record containing:
  + Information about your child
  + Personal education plans
  + Educational psychologist’s reports and accompanying documents
* produce a curricular record containing:
  + Academic achievements;
  + Skills and abilities; and
  + Educational progress
* produce a record of special educational needs and special needs provision, if appropriate detailing:
  + The type of special need;
  + A ranking of the special needs if there is more than one;
  + The special needs provision being made; and
  + Whether teaching is in a special education needs unit or elsewhere
* record details of suspensions
* produce a record of the studies undertaken;
* help prevent and detect crime

**Scoill Vallajeelt** has a statutory obligation to check and verify the data you provide to us on registration documents and on consent forms. This may include checks of publicly available information but in some cases, where it is necessary and relevant, theinformation you provide may be disclosed or shared with other organisations.

**How we will share the information we collect about you**

Third parties we may share your data with include, for example:

* [Department of Education, Sport and Culture](https://www.gov.im/about-the-government/departments/education-sport-and-culture/data-processing/)
* [Department of Health and Social Care](https://www.gov.im/about-the-government/departments/health-and-social-care/records-and-information-governance/)
* [Arbor](https://arbor-education.com/en/data-protection)
* CAMHS
* [Boxall](https://boxallprofile.org/)
* [Lucid](https://www.gl-assessment.co.uk/media/220014/gl-data-policy-oct-2017-1.pdf)
* [Junior librarian](https://www.microlib.co.uk/home/MLSPrivacy.aspx)
* Times Table Rock Stars
* Media – eg IOM newspapers for achievements
* law enforcement agencies (including road safety team)
* fraud prevention agencies

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| **App / Service** | **Data shared** | **Server location** | **Basis for sharing information** | **Retention period** |
| DESC | Attendance information | IOM | Carried out in the public interest / exercise of official authority vested in the controller | As needed if attendance falls below 80% |
| DESC | Exam / Level information – pseudonymised so no person identified by DESC | IOM | Carried out in the public interest / exercise of official authority vested in the controller | Public record of aggregated results |
| DESC-swimming | Name, year group, medical info | IOM | Enable lessons to be carried out safely | For duration of KS2 then deleted / shredded |
| DHSC | Dental survey | IOM | Consent | August after the information supplied |
| DHSC – Community nurses | Name, DOB, contact details, attendance data. | IOM | Consent | August after reaching 16 years old |
| DHSC - CAMHS | Name, DOB, contact details, attendance data | IOM | Consent | DOB + 25 years |
| DHSC – Child protection cases | Name, DOB, contact details, attendance data, pupil record, incident and accident reports, communications between school and parent. | IOM | Vital interests of the data subject | Deleted one year after coming off child protection. |
| DHSC-EHAS | Name, DOB, contact details, attendance data, communications between parent and school-with permission of parent. | IOM | Consent | Deleted one year after case is closed. |
| GTS-Government Technology Services (IOM) | Name of pupil | IOM | Consent- to enable user accounts for the School ICT Network, Google Docs for online collaboration and Its Learning Accounts for access to shared resources and collaboration | As long as the pupil is in IOM education system |
| Arbor | Full pupil record containing data indicated in legislation. | EEA | Legal basis – Education Act 2001 and Registration of Pupils Regulations 2016. | DOB + 25 years |
| Boxall | Pseudonymised data | EEA | Carried out in the public interest / exercise of official authority vested in the controller | In August after leaving school |
| Lucid |  |  |  |  |
| Junior librarian |  |  | Consent | In August after leaving school |
| Venture Centre (IOM) | Name, DOB, medical & dietary info, contact details | Paper copy | Consent  Contact details kept if consent given | Shredded after visit |
| Manor Adventure (Y6 residential) | Name, DOB, address, medical & dietary info, contact details | Electronic copy | Consent | Shredded after visit |
| Douglas Borough Council | Name, Year Group (Daffodil Competition) | Paper copy / electronic of winners | Consent asked for on school consent form | Deleted / shredded after competition presentation |
| Times Table Rock Stars | Name, Year Group and School. | EEA | Consent asked for by letter | School will delete electronic data when child leaves school |
| MSR | Name, Year Group, School, medical information | Paper copy held within school | Health & Safety when teaching PE | Shredded at end of year |
| Penpal Letters (Y4) | First name, year Group, School | Paper copy sent to penpal in England | Wider communities | Child at link school to keep letter |
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Information obtained or disclosed by third parties will not be used for any other purpose other than supporting the delivery of teaching and learning.

Failure to provide information may impact on support in school, the quality of teaching and learning and in achievement in examinations.

## Protecting your information

**Scoill Vallajeelt** will:

* keep your information safe and secure in compliance;
* only use and disclose your information as detailed above, where necessary
* Retain the information for no longer than is necessary and your information will be permanently deleted once the timeframes set out below have been reached (there will need to be an authorisation process, to dispose of this in line with our Records Management Policy and retention periods as outlined below (unless there is an over-riding reason to retain this information).

**Transfer of Information outside the EEA**

Apps and services that are used in school may require data to be stored on servers outside of the EEA. Information sent to these will be limited and are as detailed above.

**More Information**

You can find out more information including:

* Looking at the Isle of Man Government Privacy Policy here <https://www.gov.im/about-this-site/terms-and-conditions/privacy-policy/> [Accessed 16/1/18]
* Contacting our Data Protection Officer who is: Andrew Shipley, DPO. Hamilton House, Peel Road. Douglas. IM1 5EZ. Tel 685828. Email DPO-DESC@gov.im
* [Asking to see your information or making a complaint if you feel that your information is not being handled by contacting the Headteacher as Data Controller for Scoill Vallajeelt.](https://www.gov.im/about-the-government/existing-access-to-government-information/)
* Making a subject access request which is a request for all of the personal data we hold about you.
* Obtaining this information in large print, braille, or in an alternative language.

**Your rights**

You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed if it is inaccurate.

To make any request relating to your data held by us, please contact the Data Protection Officer for the Department of Education, Sport and Culture who is: Andrew Shipley, DPO. Hamilton House, Peel Road. Douglas. IM1 5EZ. Tel 685828. Email DPO-DESC@gov.im

If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on [www.inforights.im](http://www.inforights.im), or the relevant supervisory authority. You may have a right to other remedies.

**Scoill Vallajeelt** **Retention Periods**

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| **Document Type** | **Retention Periods**  [Time period with confirmation of date this time period runs from/to] |
|  |  |
| Pupil record file (unless there are particular circumstances such as legal action requiring a different retention period) | DOB + 25 years |
| Staff administration | Termination of employment + 12 months. |
| Child protection files (unless there are particular circumstances such as legal action requiring a different retention period) | DOB + 27 years |
| Teaching and learning record | DOB + 25 years |
| ITSLEARNING | Date of leaving school + 12 months |
| Google domain | Date of leaving school + 12 months |
| Consent forms | Until re-issued and replaced, or August after your child leaves school |
| Appreciation Book-record of good deeds shared in assembly weekly |  |
| Behaviour Book-Recording of incidents |  |
| Bumped Head Log | Shredded at end of academic year |
| Teacher Mark Book | Date of leaving class + 6 months |
| Record of Achievement | Taken home by child when leaves school |
| Absence letters from parents | Shredded at end of school year. |
| Photographs |  |
| Emails from parents | Deleted immediately or by end of academic year |
| Safeguarding concerns | Deleted after 2 years |
| Out of catchment requests | Deleted if unsuccessful |
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