



St George's

PREPARATORY SCHOOL

[Please click here for a child friendly version of our Privacy Notice](#)

Privacy Notice

St George's Preparatory School Limited, Little dragons and St George's Little Dragons referred to as 'St George's', 'we' or 'our', is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use your personal information during and after your relationship under the Data Protection (Jersey) Law 2018.

St George's is a "Data Controller, "meaning we are responsible for deciding how we hold and use personal information.

We are required under data protection legislation to notify you of the information contained in this Privacy Notice.

St George's is registered with the Jersey Office of the Information Commissioner ("JOIC") – Registration No. 57756.

We will comply with data protection law, the principles of which says that the personal information we hold about you must be:-

- They are used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Keep your data as long as necessary for the purposes we collect it.
- They are kept securely.

We will also only transfer your information when it is safe to do so or when necessary, and your information will be protected in the same way we protect it.

St George's is accountable to you and the authorities for showing compliance with the data protection laws and demonstrating our compliance.

The Data Protection Officer ("DPO")

We have appointed a DPO to oversee compliance with this Privacy Notice.

If you have any questions about this Privacy Notice or how we handle your personal information, contact the DPO at DPO@stgeorgesprep.co.uk.

You have the right to make a complaint to the JOIC at any time.

Contact details for these are outlined at the bottom of this Privacy Notice.

The Kind of Information We Hold About You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

To explain this, we will list our different services when we collect or use additional information about you.

How Is Your Personal Information Collected?

We collect personal information about you when you contact us, register your child to enter the school as a student, attend St George's as a student, or provide us with your data for another specific purpose.

What information do we collect about you? (Parents or Guardians)

- Name
- Title
- Address
- Relationship to student
- Identification documents
- Religious Beliefs
- Telephone number
- Occupation
- Marital Status
- Email address
- Signature
- Bank details

What information do we collect about you? (Students)

- Name
- Date Of Birth
- Appropriate Medical Details
- Gender
- Chosen subjects
- Address
- Parents / Guardians details
- Learning Difficulties
- Religious Beliefs

What Special Category Data do we collect about you?

In addition, St George's will, on occasion, need to process special category data (concerning health, ethnicity, religion, biometrics or sexual life) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time by explicit consent where required. These reasons will include:

- To safeguard pupils' welfare and provide appropriate pastoral (and, where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs;
- To provide educational services in the context of any special educational needs of a pupil.
- In connection with the employment of its staff, for example, DBS checks, welfare, union membership or pension plans.
- To run its systems, such as for security and other forms of pupil identification (lockers, lunch, etc.).
- As part of any St George's or external complaints, disciplinary or investigation process that involves such data, for example, if there are SEN, health or safeguarding elements, or
- When required for legal and regulatory purposes (for example, child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

How We Will Use Information About You?

We will use your personal information in the following circumstances:

To carry out St George's ordinary duties to staff, pupils, parents or guardians, St George's needs to process a wide range of personal data about individuals (including current, past and prospective staff, pupils or parents/guardians) as part of its daily operation. Some of these operations include, but are not limited to, are.

- For pupil selection (and to confirm the identity of prospective pupils and their parents or guardians).
- To validate parental / guardian responsibility (child's birth certificate and parent's passport/driving licences, including electronic copies).
- To provide education services, including musical education, physical training, career services, and extra-curricular activities to pupils, and monitor pupils' progress and educational needs.
- Maintaining relationships with PTA's alumni and the St George's community, including marketing or fundraising activity.
- For sponsor due diligence and to confirm the identity of prospective sponsors and their background and relevant interests.
- For management planning and forecasting, research and statistical analysis, including

that imposed or provided for by law (such as tax, diversity or gender pay gap analysis).

- To enable relevant authorities to monitor St George's performance and to intervene or assist with incidents as appropriate.
- To give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils.
- To enable pupils to take part in national or other assessments and to publish the results of public examinations or other achievements of pupils of St George's.
- To safeguard pupils' welfare and provide appropriate pastoral care.
- To monitor (as appropriate) the use of St George's IT and communications systems following the St George's IT: acceptable use policy.
- To make use of photographic images of pupils in St George's publications, on the St George's website and (where appropriate) on the St George's social media channels following the St George's policy on taking, storing and using images of children.
- For security purposes, including CCTV following the St George's CCTV policy.
- To carry out or cooperate with any St George's or external complaints, disciplinary or investigation process, and
- Where otherwise reasonably necessary for St George's purposes, including to obtain appropriate professional advice.

We will only use your personal information when the law allows us to.

- You have entered into a **contract** with us to provide you with a service; an example would be when you enrol with St George's as a student, and your parents or guardians enter into a contract with the school.
- You have given St George's your **Explicit Consent** to process any special category data.
- We need to comply with a **legal obligation**; an example would be St George's complying with the Education (Jersey) Law 1999, as you must be at school until you reach the age of 16.
- Where it is necessary for our **legitimate interests** (or those of a third party), your interests and fundamental rights do not override those interests. An example is when we use CCTV around the school estate for health and safety, to prevent and detect crime, disciplinary matters and the wellbeing of our students and staff.

We may also use your personal information in the following situations, which are likely to be rare:

- You have given **consent** to contact you for a specific purpose.
- In an emergency, it is in your **vital interest** to share your information when we have it recorded.

Change of purpose

We will only use your personal information for the purposes we collected it unless we reasonably consider that we need to use it for another reason. That reason is compatible with the original purpose.

If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Data Sharing

We may occasionally pass your Personal Information to an organisation outside of St George's exclusively to process on our behalf; these organisations are called Data Processors.

We require these parties to agree to process this information according to our instructions and requirements and in a manner consistent with this Privacy Notice.

We only pass on information gained from your engagement with us with a clear legal basis. However, we may disclose your Personal Information to meet legal obligations or other regulations.

The personal data we collect from you may be transferred to and stored at a destination outside the European Economic Area ("EEA").

It may also be processed by companies outside the EEA that work for our service providers or us.

If we do this, we ensure that your privacy rights are respected in line with this policy and that the same protection is given to your personal information as laid down by the DPJL. These other companies are called Data Processors. They will only have access to your information when we have an agreement that gives them clear written instructions on what they can do with your data.

Our current processors are;

Processor	Description of processing	Link to Privacy Notice
FocusedIT	IT support for all our IT and data storage platforms.	focusedi-it-privacy-policy-september2024.pdf
Wonde	Our data management platform	Wonde: Privacy Notice (V2.0)
Education Horizons	This platform holds all pupil, staff and financial info.	The Education Horizons Privacy Policy
Eagle Eye Security	Used to manage and maintain our CCTV systems	Eagle Eye Security (CI) Limited installers of CCTV, Intruder Alarms, Access Control, Automated Doors, UPS

National College	CPD training platform for staff and students	Privacy Notice The National College
G4S	Used for all our confidential waste disposal	G4S Privacy Statement G4S United Kingdom

We also use various educational platforms, SaaS and IT systems to enhance the educational experience for our students and staff. If you would like a full list of this products, please contact our DPO.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, altered, disclosed, or accessed unauthorised. In addition, we limit access to your personal information to those employees, Contractors and other third parties on a need-to-know basis.

They will only process your personal information on our strict instructions and are subject to a duty of confidentiality.

Details of these measures may be obtained from our Data Protection Officer (DPO).

We have implemented procedures to deal with any suspected data security breach and notify you and any applicable regulator of a suspected breach where we are legally required.

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data and the potential risk of harm from unauthorised use or disclosure of your data. The purposes for which we process your data and whether we can achieve those purposes through other means and the applicable legal requirements.

You can request our Data Retention Schedule from our DPO if required.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use it without further notice.

Rights of Access, Correction, Erasure, and Restriction

You may have certain legal rights regarding the Personal Information processed by St George's pursuant to DPJL.

- The rights of access.
- Right to have your data corrected, updated, rectified or erased.
- Right to object to the processing of or restrict the processing of your data.
- Right to withdraw your consent previously given to the processing of your data and to
- Request the transfer of your data to another party.

Please note that the rights set out above are subject to certain exemptions and conditions. We may decline to comply with any request to access, correct, delete or restrict the use of your information if there is a specific legal ground or exemption.

Where we are processing your information on the basis of contractual necessity or legal and regulatory requirements, the provision and processing of such information will likely be mandatory. In addition, where the provision of your Personal Information is generally a contractual or legal requirement or is a requirement in order for us to enter into a contract, in the event that you choose not to provide any Personal Information or to exercise one or more of the rights above to restrict the processing of your information, this may restrict the services which St George's is able to provide, or we may have to decline to act on your behalf.

If you wish to exercise any of your rights, you should send your request to DPO@stgeorgesprep.co.uk. We will respond to your request in accordance with Data Protection Legislation.

We reserve the right to ask for proof of your identity and address (such as a copy of your driving license or passport—please do not send any original documents) and, in accordance with DPJL, to request additional information reasonably required to identify the specific information being requested or referred to or any additional information reasonably required to confirm your identity.

You can use the Data Subject Access Request form, which is available on our Cookie Banner, or [click here](#) to gain access to our data rights online portal. If you have any questions about this process or any of your rights, contact our DPO at DPO@stgeorgesprep.co.uk. You can also email your request and verbally make your request over the telephone to one of our team, whatever way you feel more comfortable with it.

We will respond to your request without undue delay, but certainly within **Four Weeks** after satisfactory verification of your identity. In some circumstances, we can apply an eight-week extension to this time frame if the request is complex in nature and cannot be answered in the four-week time frame. If this is to happen, we will inform you as soon as possible.

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent for us to collect, process and transfer your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, contact our DPO at DPO@stgeorgesprep.co.uk.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to unless we have another legitimate basis for doing so in law.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

We may also notify you in other ways from time to time about processing your personal information or requesting you to confirm the accuracy of the information we hold on you.

Complaints

We want the chance to resolve any complaints you have about how we process your information. You have the right to complain to the JOIC about how we have used your data.

The details for each of these contacts are:

St George's Preparatory School

La Hague Manor, Rue de la Hague, St Peter JE3 7DB Jersey
Telephone +44 (0) 1534 481593 or email DPO@stgeorgesprep.co.uk.

Jersey Office of the Information Commissioner

2nd Floor, 5 Castle Street, St Helier Jersey JE2 3BT
Telephone +44 (0) 1534 716530 or email enquiries@jesreyoic.org