

DATA PROTECTION POLICY

St. Thomas More College, Secondary School, Zejtun, fully complies with the Data Protection Act 2001 which regulates the processing of personal data whether held electronically or in manual form. This school processes personal data to comply with legal obligations under the Education Act 1988.

The Head of school, being the data controller in terms of the Data Protection Act, has overall responsibility for ensuring that records are correctly processed. All staff within the school is aware of their duties and responsibilities in line with this policy.

PROCESSING PURPOSES - The school processes personal data in relation to students and parents/legal guardians for the following purposes:

a) Administration: Student and parent/guardian details are collected upon registration of a student at the school. Students' records also include photographs. It is the responsibility of parents/guardians to provide the school with any changes to the details of our students to keep such information up to date.

b) Academic progress monitoring – Examination/assessment results are compiled and associated with student records, to monitor their progress during the scholastic years.

c) Student welfare - The school process records related to the welfare and social behaviour of the student concerned which includes: court orders regarding custody of minors, information by child protection services, from guidance section, from the student or parent/guardian, law enforcement officers and other support agencies.

d) Health - Medical examinations may be carried out by state doctors and nurses to monitor the state of health of the students attending this school.

e) Statistics and research - Personal data processed for statistical and research purposes are anonymous. Consent is sought only when the research/statistics will not be rendered anonymous.

PROCESSING OF VISUAL IMAGES – The school allows the taking of photos and videos in school activities. The school is only responsible for visual images taken by school representatives. Persons taking visual images for personal use during an activity are held responsible for the use of such images. When the press attends school activities, the Head of School points out any objections to visual images of particular students.

Consent will be sought when visual images are taken by school representatives to be used for communications purposes by publishing them on;

- printed matter (e.g. school magazines),
- school notice boards,
- media – including newspapers and TV,
- the internet (school and Education Directorates websites).

Consent may be withdrawn by informing the Head of school in writing. No visual image of the student in question will be taken after the consent has been withdrawn.

When a professional photographer is engaged by the school, the school ensures that the photographer understands data protection considerations.

RECIPIENTS OF DATA - Personal data will not be disclosed to third parties without the consent of the parent/guardian, unless obliged by law and unless it is in the best interest of the child. Personal data will therefore be accessed and disclosed as follows:

a) Access - Restricted staff members of the school will access personal data in the course of executing their duties. They are fully aware of the obligations the school has under the Data Protection Act.

b) Disclosure - The school will inform students and their parents/guardians when there is a possibility that personal data may be disclosed to third parties. However, there are instances where personal data will have to be disclosed without consent:

- **Education Directorates** - evaluate and develop policies related to state schools, to enforce the Education Act, and to monitor the National Educational System.
- **College Principal** – monitors policies and standards to be achieved to the required quality. Ensures the well-being of students attending the schools within the college.
- **Other schools** - when a student is transferred to another school, all records related to the student are forwarded to the new school, for continuation purposes.
- **Examination Authorities** – to enable our students to sit for examinations.
- **Health Authorities** – to avoid contagious diseases or epidemics as obliged under health legislation in the interest of public health.
- **Hospitals/Clinics/Other medical professionals** – when a student needs medical treatment due to illness or injuries.
- **Police** – in cases of criminal investigations and in the interest of law and order inside the school premises.

- **Social workers/Support agencies** – where the welfare of the student is not being maintained and in cases of child abuse.
- **The Employment and Training Corporation (ETC)** – students who do not continue their studies are provided with employment opportunities and related information.
- **Courts** – as ordered.

STUDENT AND PARENT/GUARDIAN RIGHTS - Students and parents/guardians are entitled to be provided with;

- a) actual information processed about them
- b) a description from where this information has been collected
- c) the purpose for processing such information

The request has to be addressed to the Head of School in writing. If personal data is incorrect, this is rectified on presentation of the parents'/guardians' I.D. card.

RETENTION OF PERSONAL DATA - The school does not hold any data longer than necessary. All personal data relating to students and their parents/guardians will be held for the period during which the student attends the school.