

Data Protection Policy (GDPR)

Drimoleague N.S.
Uimhir Rolla 18296A

Introduction

This policy was formulated in April 2019 in order to comply with the EU General Data Protection Regulation (GDPR)

The school's Data Protection Policy applies to the **personal data** held by the school's Board of Management (BoM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR)

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school.

Drimoleague National School operates a "**Privacy by Design**" method in relation to Data Protection. This means we plan carefully when gathering personal data so that we build in the **data protection principles** as integral elements of all data operations in advance. We audit the personal data we hold in order to:

1. be able to provide access to individuals to their data;
2. ensure it is held securely;
3. document our data protection procedures;
4. enhance accountability and transparency.

Data Protection Principles

The Board of Management of Drimoleague N.S. is a *data controller of personal data* relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the BoM is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR, which can be summarised as follows:

1. Obtain and Process Personal Data fairly

Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous school, if applicable. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students, etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection Legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly. (See: Appendix 1)

2. Consent

Where consent is the basis for provision of personal data, (e.g. data required to join sports teams/ after-school activity or any other optional school activity) the consent must be a freely-given, specific, informed and unambiguous indication of the data subject's wishes. Drimoleague National School will require a clear affirmative action e.g. ticking of a box/signing a document to indicate consent. Consent can be withdrawn by data subjects in these situations. (See: Appendix 2)

3. Keep it only for one or more specified and explicit lawful purposes

The BoM will inform individuals of the reasons they collect their data and the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times

4. Process it only in ways compatible with the purposes for which it was given initially

Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a 'need to know' basis, and access to it will be

strictly controlled

5. Keep Personal Data safe and secure

Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored under lock and key in the case of manual records and protected with computer software and password protection in the case of electronically stored data. Portable devices storing personal data (such as laptops) are encrypted and password-protected.

6. Keep Personal Data accurate, complete and up-to-date

Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. Records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change.

7. Ensure that it is adequate, relevant and not excessive

Only the necessary amount of information required to provide an adequate service will be gathered and stored

8. Retain it no longer than is necessary for the specified purpose or purposes for which it was given

As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. (See: School Record Retention Table – Appendix 3)

9. Provide a copy of their personal data to any individual on request

Individuals have a right to know and have access to a copy of personal data held about them, by whom, and the purpose(s) for which it is held (See: Appendix 4)

Scope

The Data Protection legislation applies to the keeping and processing of *Personal Data*. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to school staff, and to inform staff, students and their parents/guardians how their data will be treated.

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their *Personal Data* in the course of their dealings with the school

Definition of Data Protection Terms

In order to properly understand the school's obligations, there are some key terms, which should be understood by all relevant school staff:

- *Personal Data* means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (BoM)
- *Data Controller* is the Board of Management of the school
- *Data Subject* – is an individual who is the subject of personal data
- *Data Processing* – performing any operation or set of operations on data, including:
 - Obtaining, recording or keeping the data;
 - Collecting, organising, storing, altering or adapting the data;
 - Retrieving, consulting or using the data;
 - Disclosing the data by transmitting, disseminating or otherwise making it available;
 - Aligning, combining, blocking, erasing or destroying the data;
- *Data Processor* – a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller

out-sources work. The Data Protection legislation places responsibilities on such entities in relation to their processing of the data (e.g. Aladdin; school accounting / wages processors)

- *Special categories of Personal Data* refers to *Personal Data* regarding a person's:
 - racial or ethnic origin;
 - political opinions or religious or philosophical beliefs;
 - physical or mental health;
 - sexual life and sexual orientation;
 - genetic and biometric data;
 - criminal convictions or the alleged commission of an offence;
 - trade union membership.
- *Personal Data Breach* – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it occurs

Rationale

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts 1988 to 2018 and the GDPR.

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the Principal and Board of Management to make decisions in respect of the efficient running of the school. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and Board of Management.

Other Legal Obligations

Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection. *For example:*

- Under **Section 9(g) of the Education Act, 1998**, the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education
- Under **Section 20 of the Education (Welfare) Act, 2000**, the school must maintain a register of all students attending the School
- Under **Section 20(5) of the Education (Welfare) Act, 2000**, a principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the principal of another school to which a student is transferring. Drimoleague National School sends, by post, a copy of a child's *passport*, as provided by the National Council for Curriculum and Assessment, to the principal of the Post-Primary School in which the pupil has been enrolled. Where reports on pupils which have been completed by professionals, apart from Drimoleague National School staff, are included in current pupil files, such reports are only passed to the post-primary school following express written permission having been sought and received from the parents of the said pupils
- Under **Section 21 of the Education (Welfare) Act, 2000**, the school must record the attendance or non-attendance of students registered at the school on each school day
- Under **Section 28 of the Education (Welfare) Act, 2000**, the School may supply *Personal Data* kept by it to certain prescribed bodies (the Department of Education and Skills, Tusla, the National Council for Special Education and other schools). The BoM must be satisfied that it will be used for a 'relevant purpose' (which includes recording a person's educational or training history or monitoring their educational or training progress; or for carrying out research into examinations, participation in education and the general effectiveness of education or training)
- Under **Section 14 of the Education for Persons with Special Educational Needs Act, 2004**, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers) such information as the Council may from time to time reasonably request

- The ***Freedom of Information Act 1997*** provides a qualified right to access to information held by public bodies which does not necessarily have to be “personal data”, as with data protection legislation. While most schools are not currently subject to freedom of information legislation, (with the exception of schools under the direction of Education and Training Boards), if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed by that body if a request is made to that body
- Under ***Section 26(4) of the Health Act, 1947*** a school shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection
- Under ***Children First Act 2015***, mandated persons *in* schools have responsibilities to report child welfare concerns to Tusla- Child and Family Agency (or in the event of an emergency and the unavailability of Tusla, to An Garda Síochána)

Relationship to Characteristic Spirit of the School:

Drimoleague National School seeks to:

- enable students to develop their full potential;
- provide a safe and secure environment for learning;
- promote respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

We aim to achieve these goals while respecting the privacy and data protection rights of students, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals’ rights to privacy and rights under the Data Protection Legislation.

Personal Data

The *Personal Data* records held by the school may include:

A. Staff records:

1. Categories of staff data:

As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers being probated.

These staff records may include:

- Name, address and contact details, PPS number.
- Name and contact details of next-of-kin in case of emergency.
- Original records of application and appointment to promotion posts
- Details of approved absences (career breaks, parental leave, study leave, etc.)
- Details of work record (qualifications, classes taught, subjects, etc.)
- Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under Children First Act 2015

2. Purposes:

Staff records are kept for the purposes of:

- the management and administration of school business (now and in the future);
- to facilitate the payment of staff, and calculate other benefits/entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)
- to facilitate pension payments in the future;
- human resources management;
- recording promotions made (documentation relating to promotions applied for) and changes in responsibilities, etc.;
- to enable the school to comply with its obligations as an employer, including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare at Work Act 2005);
- to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, Tusla, the

- HSE, and any other governmental, statutory and/or regulatory departments and/or agencies;
 - for compliance with legislation relevant to the school.
3. Location and Security Procedures of Drimoleague National School:
- Manual records are kept in a secure, locked filing cabinet in the main administrative office/ principal's office only accessible to personnel who are authorised to use the data. Employees are required to maintain the confidentiality of any data to which they have access.
 - Digital records are stored on password-protected computer with adequate encryption and firewall software in a locked office. The school has the burglar alarm activated during out-of-school hours.

B. Student records:

1. Categories of student data:

These may include but are not limited to:

- Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:
 - name, address and contact details, PPS number;
 - date and place of birth;
 - names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access);
 - religious belief;
 - racial or ethnic origin;
 - membership of the Traveller community, where relevant;
 - whether they (or their parents) are medical card holders;
 - whether English is the student's first language and/or whether the student requires English language support;
 - any relevant special conditions (e.g. special educational needs, health issues,) which may apply;
 - Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student;
 - Psychological, psychiatric and/or medical assessments;
 - Attendance records;
 - Photographs and recorded images of students (including at school events and noting achievements) are managed in line with the accompanying policy on school photography;
 - Academic record – subjects studied, class assignments, examination results as recorded on official school reports;
 - Records of significant achievements;
 - Whether the student is exempt from studying Irish;
 - Records of disciplinary issues/investigations and/or sanctions imposed;
 - Other records e.g. records of any serious injuries / accidents, (Note: it is advisable to inform parents that a particular incident is being recorded);
 - Records of any reports the school (or its employees) have made in respect of the student to State Departments and/or other agencies under Children First Act 2015.
2. Purposes: The purposes for keeping student records include:
- to enable each student to develop to his/her full potential;
 - to comply with legislative or administrative requirements;
 - to ensure that eligible students can benefit from the relevant additional teaching or financial supports;
 - to support the provision of religious instruction;
 - to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events, etc.;
 - to meet the educational, social, physical and emotional requirements of the student;
 - photographs and recorded images of students are taken to celebrate school achievements, e.g. compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the '*School Photography Policy*' and '*School Website Privacy Statement*'.
 - to ensure that the student meets the school's admission criteria

- to ensure that students meet the minimum age requirement for attendance at Primary School.
- to ensure that any student seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities
- to furnish documentation/information about the student to the Department of Education and Skills, the National Council for Special Education, Tusla, and other schools, etc. in compliance with law and directions issued by government departments
- to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/references to second-level educational institutions.

3. (Location and Security Procedures as above):

C. Board of Management records:

1. Categories of Board of Management data:

- Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)
- Records in relation to appointments to the Board
- Minutes of Board of Management meetings and correspondence to the Board, which may include references to individuals.

1. Purposes:

- To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of Board appointments and decisions.

2. (Location and Security procedures as above):

D. Other Records: Creditors

1. Categories of Board of Management data:

The school may hold the following information about creditors (some of whom are self-employed individuals):

- name
- address
- contact details
- PPS number
- tax details
- bank details and
- amount paid

2. Purposes: The purposes for keeping creditor records are:

This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

3. (Location and Security procedures as above):

E. Other Records: Charity Tax-back Forms

1. Categories of Board of Management data:

The school may hold the following data in relation to donors who have made charitable donations to the school:

- name
- address
- telephone number
- PPS number
- tax rate
- signature and
- the gross amount of the donation.

2. Purposes: The purposes for keeping creditor records are:

Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the name of the parent, address, PPS number, tax rate, telephone

number, signature and the gross amount of the donation. This is retained by the School in the event of audit by the Revenue Commissioners.

3. (Location and Security procedures as above):

CCTV Images/Recordings

CCTV is not yet installed in Drimoleague National School but if done so in the future:

- Cameras will be installed externally – outside the main entrance of the school and by the back of the school.
- Cameras are not installed internally
- These CCTV systems may record images of staff, students and members of the public who visit the premises.
- The viewing station will be in the main school administration office and Principal's Office.

Purposes:

- Safety and security of staff, students and visitors and to safeguard school property and equipment.

Security:

- Access to images/recordings is restricted to the Principal and Deputy Principal of the school. Recordings are retained for 28 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána pursuant to Data Protection Acts legislation.

Examination results

The school will hold data comprising examination results in respect of its students. These include class, mid-term, annual and continuous assessment results, Diagnostic Test results and the results of Standardised Tests

Purposes:

- The main purpose for which these examination results are held is to monitor a student's progress and to provide a sound basis for advising them and their parents or guardians about educational attainment levels and recommendations for the future. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and other schools to which a pupil will move to.

Location and Security procedures:

- As above

Links to Other Policies and to Curriculum Delivery

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the *Data Protection Policy* and any implications which it has for them shall be addressed.

The following policies may be among those considered:

- Pupil Online Database (POD): Collection of the data for the purposes of complying with the Department of Education and Skills' pupil online database.
- Child Protection Procedures
- Anti-Bullying Procedures
- Code of Behaviour
- Enrolment Policy
- ICT Acceptable Usage Policy
- Assessment Policy
- Special Educational Needs' Policy
- Critical Incident Policy
- Attendance Policy

Processing in Line with a Data Subject's Rights

Data in this school will be processed in line with the data subject's rights. Data subjects have a right to:

- Know what personal data the school is keeping on them;

- Request access to *any data* held about them by a data controller;
- Prevent the processing of their data for direct-marketing purposes;
- Ask to have inaccurate data amended;
- Ask to have data erased once it is no longer necessary or irrelevant

Data Processors

- Where the school outsources to a data processor off-site, it is required by law to have a written contract in place (*Written Third Party Service Agreement Appendix 6*). Drimoleague National School third party agreement specifies the conditions under which the data may be processed, the security conditions attaching to the processing of the data and that the data must be deleted or returned upon completion or termination of the contract.

Personal Data Breaches

- All incidents in which personal data has been put at risk must be reported to the Office of the Data Protection Commissioner within 72 hours
- When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the BoM must communicate the personal data breach to the data subject without undue delay
- If a data processor becomes aware of a personal data breach, it must bring this to the attention of the data controller (BoM) without undue delay.

Dealing with a data access request

- Individuals are entitled to a copy of their personal data on written request
- Request must be responded to within one month. An extension may be required (e.g. over holiday periods etc.)
- No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive
- No personal data can be supplied relating to another individual apart from the data subject

Providing Information over the Phone

An employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular, the employee should:

- Ask that the caller put their request in writing
- Refer the request to the principal for assistance in difficult situations
- Not feel forced into disclosing personal information

Implementation Arrangements, Roles and Responsibilities

The BoM is the data controller and the principal implements the Data Protection Policy, ensuring that staff who handle or have access to *Personal Data* are familiar with their data protection responsibilities

The following personnel have responsibility for implementing the Data Protection Policy:

<u>Name</u>	<u>Responsibility</u>
Board of Management	Data Controller
Principal	Implementation of Policy
Teachers / Staff	Implementation of Policy

Ratification & Communication

Ratified at the BoM meeting on May 13th 2019 and signed by Chairperson. Secretary recorded the ratification in the minutes of the meeting

Monitoring the Implementation of the Policy

The implementation of the policy shall be monitored by the principal, staff and the Board of Management

Reviewing and Evaluating the Policy

The policy will be reviewed and evaluated after two years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning

Appendix 1

Data Protection Statement for Inclusion on Relevant Forms when Personal Information is being requested

The information collected on this form will be held by Drimoleague National School in manual and in electronic format. The information will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003.

The purpose of holding this information is for administration needs and to facilitate the school in meeting the student's educational needs and legal commitments etc.

Disclosure of any of this information to statutory bodies such as the Department of Education and Skills or its agencies will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents/Guardians if the school wishes to disclose this information to a third party for any other reason.

Parents/Guardians of students and students aged 18 or over have a right to access the personal data held on them by the school and to correct it if necessary.

I consent to the use of the information supplied as described.

Signed Parent/Guardian: _____

Appendix 2

Your Rights as a Data Subject

1. Right to have your data processed in accordance with the Data Protection Acts to have your personal information obtained and processed fairly, kept securely and not unlawfully disclosed to others
2. Right to be informed to know the identity of the data controller and the purpose for obtaining your personal information
3. Right of access to get a copy of your personal information
4. Right of rectification or erasure to have your personal information corrected or deleted if inaccurate
5. Right to block certain uses to prevent your personal information being used for certain purposes
6. Right to have your name removed from a direct marketing list to stop unwanted mail
7. Right to object to stop some specific uses of your personal information
8. Employment rights not to be forced into accessing personal information for a prospective employer
9. Freedom from automated decision making to have a human input in the making of important decisions relating to you
10. Rights under Data Protection and Privacy in Telecommunications Regulations to prevent your phone directory entry details from being used for direct marketing purposes

Appendix 3

School Record Retention Table

<i>Pupil Related</i>	<i>Retention Periods</i>
School Register/Roll Books Enrolment Forms Disciplinary notes Test Results – Standardised Psychological Assessments etc. SEN Files/IEPS Accident Reports Child Protection Reports/Records Section 29 Appeals	Indefinitely Hold until pupil is 25 Years Never Destroy Never Destroy Never Destroy Never Destroy Never Destroy Never Destroy Hold until pupil is 25 Years
<i>Interview Records</i>	
Interview Board Marking Scheme Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken
<i>Staff Records</i>	
Contract of Employment Teaching Council Registration Vetting Records Accident/Injury at work Reports	Retention for duration of employment + 7 years (6 years to make a claim against the school plus 1 year for proceedings to be served on school)
<i>BoM Records</i>	
BoM Agenda and Minutes CCTV Recordings Payroll & Taxation Invoices/receipts Audited Accounts	Indefinitely 28 days normally. In the event of criminal investigation – as long as is necessary Revenue require a 6-year period after the end of the tax year Retain for 7 Years Indefinitely
<p><i>Why, in certain circumstances, does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age?</i></p> <p><i>The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6-year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The Statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.</i></p> <p>Data that becomes obsolete will be shredded.</p>	

Appendix 4

Personal Data Access Request Form Request for a copy of Personal Data under the Data Protection Acts 1988 to 2018

Important: Proof of Identity must accompany this Access Request Form (e.g. official/State photographic identity document such as driver's licence, passport).

Full Name:	
Maiden Name (<i>if name used during your school duration</i>)	
Address:	
Contact number *	
Email addresses *	

* We may need to contact you to discuss your access request

Please tick the box which applies to you:

Parent/Guardian of Current Pupil	<input type="checkbox"/>
Former Pupil	<input type="checkbox"/>
Current Staff Member	<input type="checkbox"/>
Former Staff Member:	<input type="checkbox"/>

Name of Pupil: _____

Date of Birth of Pupil: _____

Insert Year of Leaving: _____

Insert Years From/To: _____

Data Access Request:

I, _____ [name] wish to make an Access Request for a copy of personal data that Drimoleague National School holds about me/my child. I am making this access request under Data Protection Acts 2013 to 2018

To help us to locate your personal data, please provide details below, which will assist us to meet your requirements e.g. description of the category of data you seek.

This **Access Request** must be accompanied with a copy of photographic identification e.g., passport or drivers licence. I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of Applicant _____

Date: _____

Please return this form to the relevant address:

To: The Chairperson Board of Management, Drimoleague National School, Drimoleague, Co. Cork

Data Protection Privacy Statement for Parents, Guardians and Pupils

Drimoleague National School

Individuals have a number of rights in relation to their personal information – i.e. personal data – and these rights have been enhanced by the General Data Protection Regulation (GDPR). This Data Protection Statement describes how we at Drimoleague National School collect and process personal data, in accordance with the GDPR and the school's legal obligations generally in relation to the provision of education. Processing is the legal term used to describe various acts including - the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of information.

This Statement applies to pupils, parents and guardians. By enrolling your child in and/or by attending Drimoleague National School you acknowledge and agree to the collection and processing of personal information by the school.

For your information this statement outlines:

- Who we are
- What personal data we collect about you and your child who is enrolled and attends our school
- How and why we use your personal data
- Who we share your personal data with
- The reasons why we share your personal data
- How long we keep your personal data
- Your rights as a Data Subject – the person about whom we collect and store personal data.

Who we are and how to contact us

The Board of Management of Drimoleague National School is a data controller responsible for personal data - i.e. information relating to an identified or identifiable natural person. Drimoleague National School processes personal data, i.e. the school collects, records, stores, retains and uses personal data. Drimoleague National School will respond to your questions in relation to this data protection statement and our approach to privacy.

If you have any questions about this data protection statement, please contact us at principal@drimoleaguens.com

Information collected

The personal data we collect can include information about your identity and contact details; images/photo; family details; admission/enrolment details; previous schools; academic progress; PPS number; eircode; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re. payment for books, tours, etc.); and other personal data

Further details of the data we collect about you can be found in our Data Protection Policy available on our website drimoleaguens.com.

How and why we use your information

We use your personal data for purposes including:

- Your application for the enrolment of your child
- To provide your child with appropriate education and support
- To monitor your child's academic progress
- To care for your child's health and well-being
- To care for our staff and pupils
- To process grant applications and other funding
- To co-ordinate, evaluate, fund and organise educational programmers
- To comply with our legal obligations as an education body

- To comply with our monitoring and reporting obligations to Government bodies
- To process appeals, resolve disputes and defend litigation, etc.

For further information on what data we collect, why we collect it, how we use it and the legal basis for same, please go to our Data Protection Policy.

Who we share your information with

We share your personal data with third parties, including other Government bodies.

This includes the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners, etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you and your family. We also share your personal data with other third parties, including our insurance company and other service providers (IT providers, security providers, legal advisors, etc.) We are legally required to provide certain records relating to the progress of a pupil (under 18 years) in his/her education to the pupil's parents/guardians, including results of assessments.

For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

We do not transfer your personal data to a developing country or international organisation. We do not engage in automated decision making/profiling.

How long we hold your child's data

- Some personal data is only kept for a short period e.g. data no longer needed will be safely destroyed at the end of the academic year.
- Some data we retain for a longer period e.g. enrolment forms are retained in the school until your child reaches 25 years of age.
- Some data is never destroyed e.g. Roll Books and School Registers.

For further information on the retention periods, please go to our Data Protection Policy.

You have the following statutory rights that can be exercised at any time

- Right to complain to supervisory authority.
- Right of access
- Right of rectification
- Right of forgotten
- Right to restrict processing
- Right to data portability
- Right to object and automated decision making/profiling.

For further information, please see our Data Protection Policy.

CONTACT

If you would like to discuss anything in this privacy notice, please contact Patrick Collins at email principal@drimoleaguens.com

Written Third Party Service Agreement

Re: _____

Date of Contract: _____

In accordance with the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR), the Board of Management of Drimoleague National School requires this written third party service agreement to be in place with all our data processors.

The GDPR requires that the board shall use only processors providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of GDPR and thus ensure the protection of the rights of the data subject.

The Board of Management of Drimoleague National School Cork as data controller imposes the following minimum obligations on you as data processor:

1. To act only on the documented instructions of the data controller i.e. the Board of Management of Drimoleague National School Cork with regard to the subject-matter, the types of personal data processed, the documented purposes of the processing and the duration of the processing.
2. To comply with the obligations imposed on data controllers by the Data Protection Acts 1988 to 2018 and the GDPR in order to ensure that appropriate steps are taken to ensure the confidentiality of the personal data being processed and to guard against the accidental destruction, damage or loss of personal data.
3. To provide sufficient guarantees in respect of technical security measures and organisational measures governing the processing of the school's data.
4. To provide an indemnity to the Board of Management of Drimoleague National School Cork for any breaches of the above legal conditions.
5. To commit to the provision of assistance where appropriate to enable the Committee to comply with a data subject access request.
6. To immediately contact Patrick Collins, principal@drimoleaguens.com, where there are any data security breaches in the data processor's company in order to facilitate the Board of Management of Drimoleague National School, as data controller, to take the required action in accordance with the GDPR regarding the data breach.
7. To comply with the requirements of the Data Protection obligations.
8. On termination of the contract between the data processor and the Board of Management of Drimoleague National School, all personal data held by the data processor must be returned to the Committee as data controller or in the alternative, it must be entirely deleted from the data processor's systems and files.
9. To make available to the controller (BoM) all information necessary to demonstrate compliance with the obligations of the GDPR and to allow for and contribute to audits, including inspections, conducted by the controller or another auditor mandated by the controller.

10. If the processor believes that any instruction it receives from the controller is in breach of the GDPR, the processor shall immediately inform the controller.

Chairperson Board of Management, Drimoleague National School or by email to principal@drimoleaguens.com

Signed on behalf of the Board of Management of Drimoleague National School

Signed on behalf of the Data Processor