

POLICY OF SCOIL MHUIRE, MARINO

Document Title:

Scoil Mhuire Privacy Notice

Effective Date:

February 2025

Document No: 21

First Edition

No. of pages: 5

1. Purpose

This is a statement of the practices of Scoil Mhuire, Marino in connection with the capture and the use of personal data and the steps taken by Scoil Mhuire to protect your personal data and respect your right to privacy. Scoil Mhuire fully respects your right to privacy and actively seeks to preserve the privacy rights of all who share information with Scoil Mhuire. Any personal information which you volunteer to Scoil Mhuire will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. Scoil Mhuire will process your personal data in accordance with the *General Data Protection Regulation (EU)* (2016) and the *Data Protection Act* (2018).

2. Scope

The data we collect from you will be used by Scoil Mhuire in accordance with the purposes outlined in this privacy notice. We collect personal data via website forms, written application forms and documents, email and phone enquiries and surveys. We also collect information via third parties – but only with your consent.

3. Principles

When you are a pupil in Scoil Mhuire we collect and use your personal data. The personal data we collect can include information about identity and contact details; images and photographs; address and family details; admission and enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information; and other relevant personal data.

As pupils are under 18 years old when enrolling, Scoil Mhuire collects the name, address, contact details and other information about their parents and guardians. Parents and guardians are consulted and asked to give consent for certain things like taking photographs or going on school trips.

In order for the use of personal data to be lawful, it should be processed on the basis of either the consent of an individual concerned or another legal basis as set out in the *General Data Protection Regulation* (2016) or in the *Data Protection Act* (2018). Scoil Mhuire will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection and will process personal data under various legal bases depending on the purpose for which the data is collected.

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4. Key Terms

In the context of this policy, and the school's wider discussions on data and data protection, these key terms will be understood as follows:

Data	Information
Personal data	Personal data is information that relates to, or can identify you, either by itself or together with other available information. Personal data can include information such as your name, address, contact details.
Data subject	If an organisation holds your personal data, you are known as a data subject.
Data controller	The organisation holding or using your personal data is known as the data controller. In the context of this policy, the data controller is the Board of Management of Scoil Mhuire.

5. Data Collection, Processing, and Retention

DATA COLLECTION & PROCESSING

In Scoil Mhuire your personal data is collected and processed for the following purposes:

- application for enrolment;
- to provide pupils with appropriate education and support and to monitor their academic progress;
- to care for pupils' health and well-being;
- to care for our staff and pupils;
- to process grant applications;
- to coordinate, evaluate, fund and organise educational programmes;
- 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;
- to track pupil accomplishment and progress after leaving Scoil Mhuire and to stay in touch with past pupils.

PERSONAL DATA COLLECTED

Scoil Mhuire may collect, process, and retain the following personal data on pupils:

- personal details such as: name; address; date of birth; gender; PPS number; nationality; emergency contact details; and information in relation to the pupil's family as may be required,
- details of any Special Education Needs (SEN),
- any Child Protection information,
- academic records which may include: school reports; pupil learning needs; pupil behaviour needs; permission for access to educational reports; personal pupil profiles; and support plans,

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- psychological referral or assessment documentation and permission for access to psychological reports,
- personal data for the Primary Online Database (POD),
- personal data for Special Educational Needs Organiser (SENO),
- personal data for TUSLA and the Health Service Executive (HSE),
- attendance records and explanatory notes in relation to absences,
- disciplinary records including notes that may be held by the teacher(s), incident and accident reports, investigations and sanctions if imposed,
- permission notes in respect of school activities such as trips or tours off-site.

Scoil Mhuire may also collect, process, and retain the following special categories of personal data in respect of pupils:

- information about the pupil's health, medical certificates, medical needs, allergies, and consent for the administration of medicine,
- religious belief and confirmation of engagement (or not) in Religious Sacraments.

DATA SHARING & RETENTION

Scoil Mhuire collects and processes personal data about pupils and their parents or guardians for a variety of purposes and relies on a number of legal grounds to do so. Scoil Mhuire requires this personal data to perform our duties and responsibilities and to comply with our legal and statutory obligations, including, but not limited to, those under the *Education Act* (1998), the *Education (Welfare) Act* (2000), the *Education for Persons with Special Needs (EPSEN) Act* (2004), the *Health Act* (1947), the *Children First Act* (2015), the *Child Protection Procedures for Primary and Post-Primary Schools* (2023), the Teaching Council Acts (2001-2015) and Safety Health and Welfare at Work legislation.

In addition, the school requires this personal data to pursue the legitimate interests of the school and our dealings with relevant third parties (see below). The legitimate interests upon which we rely is the effective operation and management of Scoil Mhuire and managing the education and welfare needs of our pupils.

With regard to an individual's personal data, the level of sharing and the nature of what is shared will depend on various factors. Scoil Mhuire is legally required to provide certain records relating to the progress of a pupil in their education to the pupil's parents or guardians, including, for example, the results of examinations and their attendance at school. 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 they may aggregate it with 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 (for example, Aladdin).

PERSONAL DATA & THIRD PARTIES

Scoil Mhuire may receive, share, and/or transfer your personal data to a range of third parties including:

- the Department of Education and Skills
- TUSLA, the Child and Family Agency
- the National Council for Special Education (NCSE)
- the National Educational Psychological Service (NEPS)

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- the Department of Employment Affairs and Social Protection and/or other state benefit providers
- An Garda Síochána
- School Insurance Provider

We may share personal data with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, IT service providers, lawyers and other advisors, and providers of security and administrative services including data processing and cloud storage service providers (for example, Aladdin).

DATA RETENTION

In Scoil Mhuire, an individual's personal data is only retained for as long as it is necessary to fulfil the purposes the data was collected for, including any legal, accounting or reporting requirements. Some personal data is only kept for a short period and is destroyed at the end of an academic year when it is no longer needed. Some data we retain for a longer period (after you leave or otherwise finish your studies with Scoil Mhuire) as is required or allowed by legislation.

TRANSFER OF PERSONAL DATA OUTSIDE THE EUROPEAN UNION

Your personal data processed by Scoil Mhuire will not be stored or processed outside the European Union or the European Economic Area. In the unlikely event that we are required to transfer information about you to a country of organisation outside the EEA, steps will be taken to ensure that any transfer of information is carefully managed to protect your privacy rights in accordance with Data Protection laws.

Personal data will only be transferred if appropriate safeguards are in place, and on the condition that enforceable data subject rights and effective legal remedies are available.

Appropriate safeguards may include:

- Adequacy decision of the European Commission in accordance with Article 45 of the GDPR is in place;
- Legally binding and enforceable instruments between public authorities/bodies;
- Binding corporate rules;
- Standard data protection clauses adopted by a Supervisory Authority and approved or adopted by the EU Commission;
- Standard contractual clauses between controller/processor and recipient in the third country or international organisation

We do not transfer your personal data to another country or international organisation, except in the case of the Organization for Economic Cooperation and Development, who may, following requests by the Department of Education, and with prior parent or guardian approval, engage in testing for international comparative attainment research.

RIGHTS OF THE DATA SUBJECT

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

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

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PHOTOGRAPHY

Photographs or videos of pupils may be taken at official events such as school trips, the annual Scoil Mhuire Concert, and graduation ceremonies. Individuals have the right to object to the use of their photographs and should contact the school in the first instance, or see contact details below. The school enrolment form has a consent section which requires parent or guardian consent in regard to the use of photographs or videos.

6. Contact

If you have any queries relating to the processing of your personal data or if you wish to make a complaint or escalate an issue relating to any of your rights you can contact:

mmgriffithave@gmail.com

Finally, if you are not satisfied with the information we have provided to you in relation to the processing of your data you can also make a complaint to the Data Protection Commissioner via the link on their website *Making a Complaint to the DPC*.

7. Approval & Review

Initial Approval

Chairperson of Board of Management

Principal

_____ February 4th, 2025

Date

_____ February 5th, 2025

Effective Date

_____ January 2028

Review Date