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PRIVACY NOTICE FOR PARENTS/GUARDIANS St Joseph's N.S.

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School	St Joseph's N.S., Hacketstown, Co Carlow.
Related Documents	School GDPR Manual

What is GDPR?

The GDPR applies across the European Union (EU) and aims to give individuals more rights, control and understanding of how their personal data is processed.

The GDPR will have no impact on the service we provide to you but this statement is to emphasise how serious and diligent we are about keeping your information and data safe and secure. It does however require that we keep you informed of the following:

- The types of data we hold on you and your child
- The purpose it is used for
- How long we keep your information for
- How we dispose of it
- The parties we may share it with

1. Opening Statement

We respect your privacy and your rights to control your personal data and your child's personal data. We will be clear about what data we collect and why we collect it. This privacy statement explains the personal information we collect from you, why we collect it, how we will use it, how we protect it, how long we will keep it and how we will dispose of it. The reference to personal data in this privacy notice applies to the personal data of you and your child.

St Joseph's N.S. collects personal data about you and your child in order to provide a safe, caring, nurturing and supportive child centred environment for your child. By enrolling your child in St Joseph's N.S. you agree to the use of your personal information as described in this Statement.

St Joseph's N.S. is a Controller of the personal data you (the data subject) provide us with. We collect the following types of personal data from you, about you and your child:

- **Personal Data:** your child's name, date of birth, your address, email address, contact details of adults authorised to collect your child, PPS number, details of parent occupation, copies of birth certs.
- **Sensitive Personal Data:** health and medical needs of your child (Allergies, Immunisations, contact details for doctor), race or ethnic origin and religious beliefs.
- **Educational Data:** Test results, Assessment information, SEN data, attendance, reports.

2. Why We Collect Your Personal Data?

We use the personal data you share with us in the enrolment form, so we can communicate with you, to ensure the welfare, well-being and safety of your child and for the purpose of administration.

We will request information on adults authorised to collect your child. This is required to ensure the safety of your child while they are attending the school. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to this if necessary.

Sensitive personal data includes medical information/instructions about your child, this would be required in case of emergency or if medication needs to be administered. It also includes information on religious beliefs.

3. Sharing & Disclosure

We strive to keep yours and your child's personal data safe and only share it when necessary. We recognise that parents have a right to know that the information they share with St Joseph's N.S. is confidential, secure and respected at all times. We only disclose your information as authorised in this Statement. We do not rent or sell your Personal Information to anyone. We may share your personal information with the third parties listed below.

Who We May Share Your Personal Information With:

- Department of Education and Skills
- An Garda Síochána
- Health & Safety Authority
- National Employment Rights Authority
- The Revenue Commissioners
- Tusla - Child and Family Agency
- NCSE – Special Educational Needs Officer and her office.
- Education Welfare Officer
- HSE – Public Health Nurse (Immunisations, tests etc)

Protection of Named Service & others and Disclosures for Law Enforcement

Under certain circumstances St Joseph's N.S. may be required to disclose your Personal Information in response to valid requests by public authorities to meet law enforcement requirements.

4. What we do with your data?

Your personal data is stored securely in hard copy format in the school or in soft copy format on our administration system.

5. How long we keep your personal data?

Data Retention Periods are as follows:

<i>Pupil Related</i>	<i>Retention Periods</i>
School Register/Roll Books	Indefinitely
Enrolment Forms	Hold until Pupil is 25 Years
Disciplinary notes	Never Destroy
Test Results – Standardised	Hold until pupil is 25 Years
Psychological Assessments etc.	Never Destroy
SEN Files/IEPS	Never Destroy
Accident Reports	Never Destroy
Child Protection Reports/Records	Never Destroy
S.29 Appeals	Never Destroy

6. What are your rights?

We use appropriate technical, organisational and administrative security measures to protect all personal data we hold in our records. Unfortunately, no organisation can guarantee complete security.

Right of Access

Individuals have the right to access their personal data and supplementary information and if you want to do so please contact the office and fill out a data request form. We will acknowledge your request and respond to you within 1 month.

Right to Rectification

Please advise the service of any changes in your or your child's personal information, as soon as possible - for example change of address, mobile number, authorised person to collect your child etc. We need updated information on your child for their safety and well-being.

Right to Erasure

In certain circumstances, data subjects have the right to the erasure of their data. Please contact the school office in writing if this is the case.

We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

Right to Restrict Processing

Individuals have the right to request the restriction or suppression of their personal data. Please contact the school office in writing if this is the case. We will acknowledge your request and respond to you within 1 month. This is not an absolute right and only applies in certain circumstances.

Right to Object

You have the right to object and be removed from any direct marketing emails.

Right to be Informed

In the event, that you wish to complain about how we have handled your personal data, please contact the secretary of the Board of Management in writing. We will then investigate your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Irish Data Protection Authority and file a complaint with them.