

## Data Privacy Statement

### **Saint Mary's National School**

Belmont Ave, Donnybrook, Dublin 4

*and*

Jesuit Site, Milltown Park, Sandford Road, Ranelagh, Dublin 6

### **Introduction**

The Board of Management of St Mary's NS is a data controller under the General Data Protection Regulation ((EU) 2016/679) ("GDPR") and any implementing legislation ("Data Protection Legislation"). This privacy statement (the "Privacy Notice") discloses the personal data gathering and dissemination practices used by St Mary's NS. The Privacy Notice is published on the school's website and the Board of Management reserves the right to modify this Privacy Notice and in that event we will make an updated copy available on our website

### **How and why we collect personal data**

You are currently part of our data base as you have previously supplied personal data to us. You may have supplied data to us, including through completion of some or all of the following: the (i) Pre-Enrolment Application Form, (ii) Enrolment Form and Acceptance Form for Junior Infants, (iii) Pupil Transfer Form and Acceptance Form, (iv) Emergency Information Form, (v) Consent Form for Using Images of Children, (vi) Administration of Medicines form, (vii) Brennan's Insurance Pupil Indemnity Form, (viii) Primary Online Data (POD) and (ix) CHY4 certificate. This data is retained and processed by the school for the legitimate interests of the school including to facilitate the effective management and administration of the school and to comply with our legal obligations including for the purposes noted below.

- student enrolment
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration
- child welfare (including medical welfare)
- obtaining tax relief on donations you have made to the school *and*
- to fulfil our other legal obligations.

**Please note that where personal data is processed for purposes of legitimate interests, you have a right to object to such processing and the school will no longer process such personal data unless it can be demonstrated that there are compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.**

## **Processing and Disclosure**

The personal data collected from or provided by you will be processed in compliance with GDPR. From time to time the school may disclose your personal data to other third parties where required by law or for the school's legitimate interests. This may include disclosure to third parties (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school), accountants or other advisers, the Revenue Commissioners and technology providers.. These bodies will also be obliged to comply with GDPR.

## **Data Retention Period**

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.

## **Your data protection rights**

The Data Protection legislation enables parents to enquire whether schools are processing information about them and, if so, to access that information. It enables these individuals to ensure that personal information about them is being fairly processed and if not, to have that personal information rectified or erased.

Applications for the release of data should always be in writing and should state the purpose for which it is required.

Data protection legislation allows exemptions in relation to schools providing or 'disclosing' information to:

1. The Gardai
2. The Revenue Commissioners
3. Department of Social Protection
4. Applications on foot of a Court Order
5. Tusla

The School will respond to your request to exercise any of your rights under the GDPR in writing, as soon as practicable and in any event **within one month** of receipt of your request, subject to the provisions of the GDPR. We may request proof of identification to verify your request.

## **What you can do to help us**

We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the personal data provided. Should you wish to update or access your/your child's personal data, you should write to the school principal requesting an Access Request Form.

**Date: 25 May 2018**