

# St Tiernan's Community School



## Privacy Notice for Parents/Guardians

### How we use your child/child's information

GDPR is a piece of EU wide legislation which regulates how people's personal data is processed and kept safe. This privacy notice is to explain what this means for you, your child and the school.

### Who processes your information?

St Tiernan's Community School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

### Why do we collect and use your information?

St Tiernan's Community School holds the legal right to collect and use personal data relating to pupils and their families. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and Irish law, including those in relation to the following:

- Article 6 and Article 9 of GDPR
- Education Act 1998

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning.
- To monitor and report on pupil progress.
- To provide appropriate pastoral care.
- To assess the quality of our service.
- To comply with the law regarding data sharing.
- To safeguard pupils.

<b>Application Form Information Sought</b>	<b>Rationale</b>
Date of Birth	Mandatory Requirement
PPSN	Mandatory Requirement
Religion	Religion is Part of the Curriculum
Nationality	Birth Cert Required with Application to School
Brothers/Sisters: Attending St.Tiernan's	To access right of entry
Student Health Issues	Medical detail required in case of emergency
Resource Hours/Additional Needs Assistance of student	SNA Requirement
Learning Support if required	To have support available for the student
<b>Contact Details</b>	
Parent/Guardians Name	For Registration Purposes
Address	For Registration Purposes
Email Address of Parents/Guardians	Contact e-mail required for Parents/Guardians
Phone Numbers - Mobile/Home/Work of Parents/Guardians	Contact Number required for Parents/Guardians

### **What data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (such as name, address, date of birth, Parents Contact details both email and phone numbers)
- Characteristics (such as religion, nationality, country of birth, PPS number)
- Relevant Medical Information (such as allergies)
- Attendance information (such as number of absences and absence reasons)
- Test Results
- School Reports
- Psychological Assessments and Learning Support documents
- Information relating to child protection matters
- Photograph of student for e-portal. E-portal is the online database the school uses to manage student data for purposes such as timetabling, assessment and class attendance

While the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## **How long is your data stored for?**

Personal data relating to pupils at St Tiernan's Community School and their families is stored in line with the school's GDPR Data Protection Policy and Records Retention Schedule. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Will my information be shared?**

The school shares pupils' data with the Department of Education and Skills, the HSE and Tusla on a statutory and regulatory basis.

St Tiernan's Community School will not share your personal information/your child's personal data with any third parties without your consent, unless the law allows us to do so.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that St Tiernan's Community School upholds are imposed on the processor.

## **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how St Tiernan's Community School uses your personal data/your child's personal data.
- Request access to the personal data that St Tiernan's Community School holds relating to you/your child (note there may be certain restrictions imposed by Tusla concerning the disclosure of information concerning child protection information)
- Request that your personal data/your child's personal is amended if it is inaccurate or incomplete.
- Request that your personal data/your child's personal data is erased when there is no compelling reason for its continued processing.
- Request that the processing of your data/your child's data is restricted.
- Object to your personal data/your child's personal data being processed. Where the processing of your/your child's data is based on your explicit consent (in instances where such consent is specifically sought), you have the right to withdraw this consent at any time.

Where the processing of your/your child's data is based on your explicit consent (in instances where such consent is specifically sought), you have the right to withdraw this consent at any time.

### **Queries, Requests and Complaints**

If you have any queries regarding your/your child's personal data, and/or if you wish to exercise any of the above rights, please contact the Principal of St Tiernan's Community School. If you have a concern about the way St Tiernan's Community School is collecting or using your personal data/your child's personal data, you can raise a concern with the Data Protection Commissioner, 21 Fitzwilliam Square, Dublin 2, D02 RD28, Ireland.

## Declaration

I, \_\_\_\_\_, declare that I understand:

- St Tiernan's Community School has a legal and legitimate interest to collect and process my child's personal data/my personal data in order to meet statutory requirements.
- How my data/my child's data is used.
- St Tiernan's Community School may share my data/my child's data with the Department of Education and Skills, the HSE and Tusla in accordance with legislation or regulatory requirements.
- St Tiernan's Community School will not share my data/my child's data with any third parties without my consent, unless the law requires the school to do so.
- St Tiernan's Community School will always ask for explicit consent where that is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my/my child's personal data.
- Where I can find out more information about the processing of my child's personal data/my personal data.

Signed \_\_\_\_\_ Date \_\_\_\_\_