

"Data Controller": means the entity which determines the purposes, conditions and means of processing personal data in the school—i.e. the Board of Management

"Personal data": Information related to an identified or identifiable natural person

"Board of Management": means all former, present and prospective members of the Board of Management

"Staff Members": includes all former, present and prospective principals, teachers,

1. DEFINITIONS

- Relevant Definitions
- Who we are and how to contact us
- What personal data we collect, process and retain
- How personal data is collected and processed and the purpose and legal basis for so doing
- Sharing personal data with third parties
- Individual legal rights

For your information this Privacy Notice outlines:

Individuals have a number of rights in relation to their personal data and these rights have been enhanced by the General Data Protection Regulation (GDPR) and the Data Protection act 2018. This data Protection Privacy Notice describes how we Scoil San Treasa, collect and process personal data, in accordance with the GDPR, data protection legislation and the school's legal obligations as an employer and Board of Management. Processing is the legal term used to describe various acts including: the collection, recording, organising, structuring, storage, alteration, use of, retrieval, disclosure or transmission of personal data.

This Privacy Notice applies to staff and members of the Board of Management of the school. As an employee/member of the Board of Management of Scoil San Treasa you acknowledge and agree to the collection and processing of personal data by the school.

Privacy Notice to Staff and Members of the Board of Management

Scoil San Treasa, Kilshanroe



substitute/student teachers, special needs assistants (SNAs), caretaker, administration staff, cleaning staff, librarian and any other former, present or prospective employee of the school.

2. WHO WE ARE AND HOW TO CONTACT US:

The Board of Management of Scoil San Treasa, is a Data Controller responsible for personal data. Scoil San Treasa processes personal data, i.e. the school collects, records, stores, retains and uses personal data. Scoil San Treasa will respond to your questions in relation to this Privacy Notice and our approach to privacy.

If you have any questions about this Privacy Notice, including any request to exercise your legal rights, please contact the details below.

Our address and contact details are Kilshanroe, Enfield, Co Meath A83 PC95; Tel: 046 9541612. Email: principal@sstkilshanroe.ie

3. PERSONAL DATA COLLECTED

Scoil San Treasa may collect, process and retain the following personal data relating to staff members/employees and members of the Board of Management:

(i) Staff Members: Personal Data

- Personal contact details such as name, title, address, telephone numbers and personal email address, date of birth, gender, emergency contact details and information in relation to family as may be required
- PPS number, bank account details, teacher number and teaching council registration number
- Start date of employment, recruitment information (including copies of Garda Vetting information; Teaching Council registration information; references and other personal data in a CV, application form and cover letter as part of the application process)
- Complaints, grievances, investigations, disciplinary and sanction records (if imposed), (in line with relevant DES Circular/statutory provisions)
- Details of approved absences (including career breaks, parental leave, study leave)
- Information in relation to promoted posts, summer/professional development courses and course certificates, details of qualifications, classes taught
- Attendance and absence records, together with all information collected for the On-Line Claim System (OLCS)
- Incident and accident reports
- Reports made by staff members/members of the Board of Management to third party agencies or State agencies/departments, including mandatory reporting responsibilities under relevant legislation and the Department of Education and Skills (DES) Child Protection Procedures
- Photographs and recorded images of staff (including at school events)

(ii) Staff Members: Special Categories of Personal Data

- Trade Union membership
- Personal data concerning health, including any medical conditions, health and sickness records, medical certificates, Medmark referral forms, confirmations and reports and details of any accidents/injuries sustained on school property or in connection

to comply with a legal obligation. Scoll San Treasa collects and processes personal data to comply with its legal and statutory obligations, including, but not limited to those under the Education Act 1998 (as amended), 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 2017, the Teaching Council Acts 2001-2015 and Safety, Health and Welfare at Work 2005 legislation and under the Infectious Diseases Regulations 1981 as amended which provides the legal

Where Scoll San Treasa processes personal data for these purposes it is because it has and employment law obligations.

Scoll San Treasa processes personal data to comply with health and safety obligations

(b) Legal Obligation

staff members. Such processing is necessary in relation to any contracts of employment with existing staff members, or, in order to enter into a contract of employment with prospective staff members, or, in order to enter into a contract of employment with prospective staff members, or, in order to enter into a contract of employment with prospective staff members.

Scoll San Treasa may process personal data in relation to recruitment or appointments, to determine the terms upon which someone works for us, to employ staff, to liaise with the DES and to administer any contracts entered into with its staff members.

(a) Contract

Scoll San Treasa collects and processes personal data (as listed above) about staff members for a variety of purposes and relies on a number of legal grounds to do so. Scoll San Treasa requires this personal data to perform its duties and responsibilities and to comply with its legal and statutory obligations. In addition, Scoll San Treasa requires this personal data to pursue the legitimate interests of the school and those of relevant third parties (see below), including the DES; its dealings with other relevant third parties and, compliance with the DES Circular and other statutory obligations, provided those interests and fundamental rights do not override third party interests. Scoll San Treasa processes personal data on the basis of the following lawful purposes:

(i) Staff Members

4. PURPOSE AND LEGAL BASIS FOR COLLECTING AND PROCESSING PERSONAL DATA

- Board of Management: Personal Data
- Personal contact details such as name, address, email address, telephone numbers
- Records in relation to appointments to the Board
- Minutes of Board of Management meetings
- Correspondence to the Board of Management
- Photographs and recorded images of members of the Board of Management

- Record of declaration of Fitness to Return to Work during Covid-19 pandemic
- Record of Fitness to Return to Work following prolonged illness
- Religion
- Membership of the Traveller Community
- Racial or Ethnic origin
- Records of Continuous Professional Development (CPD)

responsibility for Public Health in Article 11. Where Scoll San Treasa processes personal data for these purposes it is because of a requirement to comply with a legal obligation. In certain circumstances and in line with Scoll San Treasa's obligations under employment law, special categories of personal data may be processed. Such personal data as: Trade Union membership; information about your physical and mental health; and, information about criminal convictions as appropriate.

Scoll San Treasa will process personal data about physical or mental health and/or status to ensure health and safety in the workplace and to assess fitness to work. Such personal data will be processed in order to: provide appropriate workplace adjustment(s)/accommodation(s); monitor and manage illness absence and to make appropriate records in line with DES circular and other statutory obligations.

Scoll San Treasa may use trade union membership information to comply with employment law obligations.

The above processing is necessary for the purposes of carrying out Scoll San Treasa's legal obligations and for the exercise of specific rights to which employees are entitled in the field of employment, social security and social protection.

(c) Legitimate Interest

Scoll San Treasa may also process personal data for:

- School management and planning
- Whole staff training/support/professional development
- Updating the school community in relation to issues that affect the school e.g. school events/trips/health and safety announcements/alerts e.g. weather warnings or as appropriate
- The prevention of fraud
- Monitor use of school information and communication systems
- Ensuring compliance with school IT policies including computer/IT security policy
- Monitoring professional standards/performance
- Gathering evidence/investigating in relation to any complaint, grievance or disciplinary matter and/or for the purpose of conducting a disciplinary hearing, education training and development requirements
- Assist in the tracing of possible contacts of individuals who have contracted Coronavirus: Covid-19 or other communicable diseases

Where Scoll San Treasa processes personal data for these purposes, this is done on the basis of legitimate school business interests. The legitimate business interest upon which Scoll San Treasa relies is the effective operation and management of the school and managing the performance and conduct of staff members.

(d) Consent

Scoll San Treasa sometimes process some of the staff members' personal data with consent e.g. photograph which may be displayed on the school's web-site or in print media. Please note that consent can be withdrawn at any time by contacting the school.

(ii) Members of the Board of Management

(a) Legal Obligation

Scoll San Treasa processes personal data to comply with legal obligations and to enable

8. TRANSFER OF PERSONAL DATA OUTSIDE OF THE EUROPEAN UNION

Scoil San Treasa will only retain personal data for as long as it is necessary to fulfil the purposes the data was collected for, including any legal, accounting or reporting requirements.

7. DATA RETENTION

Third Party Service Providers: 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 accountant, IT service providers including printers, lawyers and other advisors, and providers of security and administrative services, including data processing/cloud storage service providers e.g. Aladdin

- School Insurance Provider
- HSE and Public Health Authority
- An Garda Síochána
- benefit providers
- Department of Employment Affairs and Social Protection and/or other state
- The National Educational Psychological Service (NEPS)
- The National Council for Special Education (NCSE)
- TUSLA/the Child and Family Agency
- The Department of Education and Skills

Scoil San Treasa may receive from, share and/or transfer personal data to a range of third parties such as the following:

6. PERSONAL DATA AND THIRD PARTIES

(ii) Members of the Board of Management
Scoil San Treasa collects personal data about parents, guardians, staff and other individuals through the appointment and incorporation process of the Board of Management. Additional personal data is collected through activities pertaining to the Board throughout the course of membership of the Board of Management.

(i) Staff Members
Scoil San Treasa collects personal data about pupils through the recruitment process, either directly from staff members or, sometimes, through the teaching supplementary or redeployment panel(s). On occasion, it may collect additional personal data from third parties, including former schools or employers, e.g. a reference. The school will also collect additional personal data in the course of employment-related activities throughout the period of staff members' employment at Scoil San Treasa.

5. HOW PERSONAL DATA IS COLLECTED

(b) Consent
Scoil San Treasa sometimes processes some of the Board members' personal data with consent e.g. photograph which may be displayed on the school's website or in print media. Please note that consent can be withdrawn at any time by contacting the school.

the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation. In addition, this enables the maintenance of record(s) of Board of Management appointments and decisions.
Where Scoil San Treasa processes personal data for these purposes it is a requirement to comply with a legal obligation.

5/2/18


Scoil San Treasa will update this Data Protection Privacy Notice from time to time. Any updates will be made available and, where appropriate notified to you.

10. UPDATES

Scoil San Treasa will endeavour to respond to your request within a month (30 days). You also have the right to lodge a complaint with the Data Protection Commission. The relevant contact details are:

Data Protection Commission
21, Fitzwilliam Square South
Dublin 2
D02 RD28
Tel: 0761 104800/ 057 8684800
www.dataprotection.ie

Email: principal@sstkilsishanroe.ie
Board of Management: Kilsishanroe, Enfield, Co Meath A83 PC95

If you wish to exercise any of these rights please contact the school as outlined:
format and to have that data transmitted to another data controller

- Request a copy of personal data held about the individual
- Rectify any inaccurate personal data held about the individual
- Erase personal data held about the individual
- Restrict the processing of individual personal data
- Object to the use of individual personal data for our legitimate interests
- Receive individual personal data in a structured commonly used and machine-readable format

Individuals have several rights under GDPR which in certain circumstances are limited and/or constrained. These individual rights include the right, free of charge and subject to any limitations as may apply, to:

9. INDIVIDUAL RIGHTS

Scoil San Treasa may transfer personal data it collects to countries outside the EU. Where there is no adequacy decision by the European Commission in respect of any such country that means that that country is deemed not to provide an adequate level of protection for your data. However, to ensure personal data does receive an adequate level of protection, the school will in such circumstances put in place appropriate measures such as the use of model contractual clauses as approved by the European Commission to ensure personal data is treated by those third parties in ways that are consistent with respect to EU and Irish laws on Data Protection.