

2. WHO WE ARE AND HOW TO CONTACT US:

"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

"Pupils": means all former, present and prospective pupils of Scoil San Treasa.

"Parents": means all former, present and prospective parents of pupils attending Scoil San Treasa.

"Guardians": means all former, present and prospective guardians of pupils attending Scoil San Treasa.

1. DEFINITIONS

- For your information this Privacy Notice outlines:
- 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

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 generally in relation to the provision of education. Processing is the legal term used to describe various acts including: the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of personal data.

This Privacy Notice applies to pupils, parents and guardians. By enrolling in and/or by attending Scoil San Treasa, you acknowledge and agree to the collection and processing of personal data by the school.

Privacy Notice to Students, Parents and Guardians



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 data protection.

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 on pupils, parents/guardians.

- 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 may be required
- Previous enrolment history if transferring from another school
- Any Special Educational Needs (SEN)
- Any Child Protection information
- Academic records, school reports, pupil learning needs, pupil behaviour needs, permission for access to educational reports, individual education and learning support plans
- Personal pupil profiles (including whether English is the pupil's first language or if exempt from any subject e.g. Irish or religion)
- Psychological referral/assessment documentation and permission for access to psychological reports
- Personal data on Primary On-line Database (POD)
- Personal data for Special Educational Needs Organiser (SENO)
- Personal data for Tusla (Child and Family Health Service Executive (HSE) and Public Health Authority
- 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 e.g. school tours/trips and outings, extra-curricular activities (including Curricular, Sacramental, SPHE, RSE/Stay Safe programmes)
- Photographs and recorded images of pupil(s) (including at school events
- School transport information

- (ii) Pupils: Special Categories of Personal Data
 - Information about pupil's health, medical certificates, medical needs, allergies and consent for administration of medicine
 - Religious belief and confirmation of engagement or not in Religious Sacraments
 - Membership of the Traveller Community
 - Racial or Ethnic origin
- (iii) Parents and Guardians: Personal Data
 - Contact details of parent/guardian e.g. name, address, email address, telephone

GDPR Article 6: — processing is necessary for compliance with a legal obligation to which the controller is subject;

GDPR Article 9: — processing is necessary for the purposes of preventive medicine, medical diagnosis, the provision of health treatment or the management of health systems and services on the basis of law; and

— processing is necessary for reasons of public interest in the area of public health,

(a) Legal Obligation

Scoil 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 legislation and under the Infectious Diseases Regulations 1981 as amended which provides the legal responsibility for Public Health in Article 11. Certain pupil data may be shared with the HSE for the purpose of the School Health Programme. The legal basis for this is:

We use your personal data for purposes including:

Scoil San Treasa collects and processes personal data on the basis of the following lawful purposes:

Scoil San Treasa collects and processes personal data (as listed above) about pupils and parents/guardians for a variety of purposes and relies on a number of legal grounds to do so. Scoil San Treasa requires this personal data to perform its duties and responsibilities and to comply with its legal and statutory obligations. In addition, Scoil San Treasa requires this personal data to pursue the legitimate interests of the school and its dealings with relevant third parties (see below). The legitimate interests upon which the school relies is the effective operation and management of Scoil San Treasa and managing the education and welfare of its pupils. Scoil San Treasa processes personal data on the basis of the following lawful purposes:

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

The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/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 (re fees, grants, scholarships etc.); and other personal data.

- Information regarding legal orders in respect of any family law disputes in respect of guardianship, custody or access
- Occupation and nationality
- Number of children, position of pupil(s) in family
- Consent in respect of medical/other emergencies
- Consent in respect of school activities e.g. school tours/trips and outings, extra-curricular activities
- Consent to publish photographs and schoolwork of pupils on school web-site/print media etc.
- Records, correspondence or notes arising from interactions with Parents/Guardians

such as protecting against serious cross-border threats to health on the basis of law.

- Infectious Diseases (Amendment) (No. 2) Regulations 2024;
- Health (Provision of Information for Health Examination and Treatment Service) Regulations 2024.

(b) Legitimate Interests

Scoil San Treasa may also process personal data to:

- Enable pupils to develop to their full potential and meet the educational, social, physical and emotional requirements of the pupil
- Enable Parents and Guardians to be contacted in the case of emergency, school closures and health and safety grounds
- To inform Parents and Guardians of their child's educational progress
- Secure and benefit the support and services of relevant third parties
- Assist in the provision of the School Health Programme
- Assist in the tracing of possible contacts of individuals who have contracted Coronavirus: Covid-19 or any communicable disease

(c) Consent

Scoil San Treasa sometimes process some of the pupils' 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.

5. HOW PERSONAL DATA IS COLLECTED

(i) Pupils

Scoil San Treasa collects personal data about pupils through the enrolment process and/or through expressions of interest in relation to enrolment. Additional data is collected from third parties, including former schools and through school activities and general interaction(s) during the course of the pupil's time at Scoil San Treasa.

(ii) Parents and Guardians

Scoil San Treasa collects personal data about parents and guardians through the enrolment process or expressions of interest for enrolment. We collect additional personal data through general interaction during the course of the pupil's time at Scoil San Treasa.

6. PERSONAL DATA AND THIRD PARTIES

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

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

7. DATA RETENTION

We 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.

8. TRANSFER OF PERSONAL DATA OUTSIDE OF THE EUROPEAN UNION

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.

9. INDIVIDUAL RIGHTS

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:

- 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 and to have that data transmitted to another data controller

If you wish to exercise any of these rights please contact the school as outlined:

Board of Management; Scoil San Treasa, Kilshearney, Co. Kildare A83 PC95

Email: principal@ssstkilshearney.ie

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

10. UPDATES

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.

Signed: _____
(Chairperson of BOM)

Date: _____



