

Coláiste Bríde Privacy Statement: Parents

By enrolling in and attending Coláiste Bríde, you acknowledge that your personal data (including special category personal data) shall be processed by Coláiste Bríde.

This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.

General Statement:

- ✓ **Who we are:** Coláiste Bríde, New Road, Clondalkin, D 22.
- ✓ The school is committed to **protecting your personal data and right to privacy**. We endeavour to always keep your personal data **safe and fully comply** with applicable data protection legislation in place.
- ✓ The information that you provide to the School will **be used only for its stated purpose**.
- ✓ The School undertakes to perform its responsibilities under the legislation in accordance with the following eight listed **Data Protection principles** as outlined in the Acts:
 - **Obtain** and process information **fairly**
 - **Keep** it only for one or more specified, explicit and **lawful purposes**
 - **Use and disclose** it only in ways compatible with these purposes
 - Keep it **safe and secure**
 - Keep it **accurate, complete** and up to date
 - Ensure that it is **adequate, relevant** and not excessive
 - **Retain it for no longer than is necessary** for the **purpose** or purposes intended.
 - Give a **copy** of his/her personal data to that individual, **on request**

Gathering of Information:

Personal Data is collected from:

- Parents/Guardians of students on Enrolment and thereafter.
- Previous Primary school or Post Primary school
- Outside agencies e.g Tusla, EWO, Mental Health & Support Services

Type of Information Held:

- When you are a student with Coláiste Bríde, we collect and use your personal data.
- The personal data we hold that can be used, stored and shared (when appropriate) about pupils which includes, but is not restricted to:
 - ✓ Contact details, contact preferences, family details, date of birth, identification documents, nationality, language, religion
 - ✓ Legal Documentation shared with us e.g. regarding parental responsibility
 - ✓ Admissions/Enrolment details
 - ✓ Previous school information

- ✓ PPS number
- ✓ Pupil and curricular records: Results of internal/external exams & academic progress
- ✓ Pastoral Student Profile Information: such as ethnic background, eligibility for food vouchers, or special educational needs.
- ✓ Commendation System records e.g. awards
- ✓ Behavioural support information
- ✓ Attendance information
- ✓ Details of any medical conditions, including physical and mental health
- ✓ Information about safety and welfare
- ✓ Financial Information (re fees, grants, scholarships)
- ✓ Details of any support received, including care packages, plans and support providers
- ✓ Photographs and videos (incl CCTV)

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

How we use your information and the legal basis:

We use your personal data for purposes including:

- your application for enrolment;
- to provide you with appropriate education and support;
- to monitor your academic progress;
- to care for your health and well-being;
- to care for our staff and students;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies,
- to process appeals, resolve disputes, and defend litigation etc.

Who we share your information with:

- We share your personal data with third parties, including other Government bodies.
- This includes the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.
- The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family.
- We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.
- We do not transfer your personal data to a third country or international organisation.
- We do not engage in automated decision making/profiling

- The following are a list of our **Internal & External contacts that may be privy to personal information**, in order to carry out our school functions effectively. All outside Service Providers have submitted their own 'Data Processing Agreements' guaranteeing the security and confidentiality of such data. All non-Teaching staff and Volunteer staff have signed confidentiality agreements.

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| MIS: | Personal Data, Educational Data, Payments |
| ICT Providers: | Access to Servers, Administrator's Rights, Microsoft Accounts |
| Insurance Company: | Coláiste Bride's Insurance Policy number and student names. |
| Banking: | Coláiste Bride's Bank Account information, submitted by the parent. |
| School Book Suppliers: | Book Grant information - list of students & medical card holders. |
| Entrance Assessment: | Students' aptitude test results, sensitive information |
| Communications: | CCTV surveillance |
| Website Developer & Host: | School's website host -photographs, students' names |
| Social Media official School Accounts: | Schools Official Host sites: Photos and details. |
| Easy payments Plus: | Parents and students personal information |
| School Catering Company: | List of regarding food vouchers |
| HSLO: Home School Liaison Officer | Sensitive Student Information regarding School Engagement and School Refusal. |
| School Completion: | List of Students names and contact details. |
| Support Agencies: | Sharing of information regarding Attendance, Mental Health and Child protection concerns. |
| School Tour Operators: | Student Details. Non Sensitive Data as per tour policy. |
| School Tour Venues: | In certain cases, Student Details must be submitted. Non Sensitive |
| Staff: | Information given by parents will with in some cases and mainly with parental consent, be shared with relevant personnel to support the student's development and progress. |

- This list is not exhaustive.

How long we hold your data:

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed).

Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Coláiste Bríde. For further information on the retention periods, please see our Data Protection Policy available on our school website.

You have the following statutory rights that can be exercised at any time:

- Right to complain to supervisory authority.
- Right of access.
- Right to rectification.
- Right to be forgotten.
- Right to restrict processing.

- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see our Data Protection Policy available at [on our school website: www.colaistebride.com](http://www.colaistebride.com)

Contact:

If you would like to discuss anything in this privacy notice, please contact, the Principal at:
E-mail: principal@colaistebride.com in this school.

Yours Sincerely,

Márie Therese Kilmartin (Principal)