

Privacy Notice

St. Joseph's Secondary School are committed to safeguarding the privacy of your personal data. Please read the following Privacy Notice to understand how we collect and use your personal data, for example when you contact us, visit our website, or seek to avail of our services. The Data Controller is St. Joseph's Secondary School, we can be contacted through principal@sjsb.eu or through our registered office, which is located at St. Joseph's Secondary School Doon Road, Ballybunion, Co. Kerry. Please note that whenever you provide us with your personal data, you are consenting to its collection, recording, organising, structuring, storing, adaptation, alteration, retrieving, consulting, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

What Personal data do we collect?

St. Joseph's Secondary School may collect personal data such as set out hereunder through interface with our website on www.sjsb.info or through any e-mail communication, or any other contact that we may have or received from you.

How we use your personal data

If you provide personal data to us, we will collect that information and use it for the purposes outlined hereunder and in accordance with the terms and references within this Privacy Notice.

Obligation to provide personal data

You are not obliged to provide your personal data to St. Joseph's Secondary School, you may provide your name, address, contact details or e-mail address (as applicable) as a point of contact. The purpose of collecting your personal data is outlined in the appendix "A", "B" "C" or "D" hereunder in respect of your personal or special category data, to aid the delivery of our educational services etc. Failure to provide personal data will create difficulties in delivering our educational services. The provision of personal or special category data is required mainly in relation to aiding the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills.

Explanation as to how the personal data could not possibly be processed by any other means.

Failure to provide personal or special category data may create difficulties in delivering our educational services. In such event we would have no other means of processing your educational requirements.

Sharing your personal data

When you provide St. Joseph's Secondary School with your personal data, that data will be used, processed or stored in the school. St. Joseph's Secondary School shares your personal or special category data with the Principal, Deputy Principal, Teachers, Department of Education & Skills, Student Counsellor, Special Educational Coordinator, Year Heads, Board of Management, Administration Staff, State Examination Commission, National Council for Special Education (NCSE), Tusla, HSE, Department of Social Protection, Revenue

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Commissioners, Education Welfare Officer, National Education Psychological Service (NEPS), Child and Adolescent Mental Health Service (CAHMS), Counselling Service and An Garda Síochána as applicable to each individual case.

St. Joseph's Secondary School will not share or pass on your personal data to any other persons or third parties, third countries or international organisations other than those specified, unless you specifically request this.

In the event that we receive requests from government departments, agencies or other official bodies, we will only disclose your information, if and to the extent that we believe we are legally required to do so (for example, but without limitation, upon receipt of a court order, warrant, subpoena or equivalent). Except as set out above, we will not disclose your personal data save where we need to do so in order to enforce our rights.

If we are compelled to share your personal data, we take all reasonable steps to ensure that it is treated securely and in accordance with this Privacy Notice.

Recipients of categories of Personal Data

The recipients of the categories of personal and special category data that St. Joseph's Secondary School processes includes the following Principal, Deputy Principal, Teachers, Department of Education & Skills, Student Counsellor, Special Educational Coordinator, Year Heads, Board of Management, Administration Staff, State Examination Commission, National Council for Special Education (NCSE), Tusla, HSE, Department of Social Protection, Revenue Commissioners, Education Welfare Officer, National Education Psychological Service (NEPS), Child and Adolescent Mental Health Service (CAHMS), Counselling Service and An Garda Síochána as applicable to each individual case.

Transfer to third country

The GDPR and Data Protection Acts require that St. Joseph's Secondary School specify whether or not it transfers personal data to any third country or international organisation. St. Joseph's Secondary School does not transfer any personal data to any third country or international organisation.

Period of retention of personal data

Personal data provided to St. Joseph's Secondary School will be retained for a period of time depending on the purpose of collecting each category of personal data.

1. In the event that personal data is provided in relation to the provision of our educational services we are required to retain the personal data for a period of 7 years after the student reaches the age of 18 years of age.

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2. The retention period for documents in relation to provision of education by school is available at <http://dataprotectionschools.ie/en/Data-Protection-Guidelines/Records-Retention/Retention-Records-Schedule/> in respect of all school records.

3. The retention period for school documents in relation to Revenue records is available at <https://www.revenue.ie/en/vat/vat-records-invoices-and-credit-notes/vat-records-to-be-kept/how-long-do-you-keep-records-for.aspx>

Product and service related data

If you avail of our educational services or are employed by St. Joseph's Secondary School, we may collect and process your personal and special categories of data as is outlined at Appendix "A", "B", or "C" as applicable.

In order to continuously provide our educational services, it may be necessary for us to collect and process certain information relating to you. You acknowledge and agree that the information we collect may include personal and or special category data as is outlined in the Appendix "A", "B" and or "C" as is applicable to you.

We are committed to safeguarding the privacy of your personal and special category data and we will never share this outside of those mentioned above.

Notice of Data Subject Rights

Right of Access

The data subject has the rights to obtain from St. Joseph's Secondary School (Controller) confirmation as to whether or not personal data concerning him or her is being processed and where such personal data is being processed, he / she will have the right to access their personal data and ascertain the purpose of any processing, the categories of personal data concerned, the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular any recipients in third countries or international organisations, the period for which the personal data will be retained or stored or if not possible the criteria used to determine that period, the right to request from the controller rectification or erasure of their personal data or restriction of processing of personal data concerning the data subject or their right to object to such processing, the right to lodge a complaint to the supervisory authority (Data Protection Commissioner), in the event that the personal data was not collected from the data subject any available information as to their source and the existence of any automated decision-making profiling and at least in such events meaningful information about the logic involved as well as the significance and the envisaged consequences of such processing for the data subject. In the event of personal data being transferred to a third country or to an international organisation the data subject has the right to be informed of the appropriate safeguards relating to the transfer. The data subject also has the right to obtain a copy of the personal data undergoing processing from the controller.

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Right to Rectification

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Right to erasure ('right to be forgotten')

The data subject has the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall be obliged to erase their personal data without undue delay where one of the following grounds applies:

- (a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- (b) the data subject withdraws consent to the processing of his or her personal data for one or more specific purposes, or where the European Union or Member State law prohibit the consenting by data subjects to the processing of special categories of personal data and where there is no other legal ground for the processing;
- (c) the data subject objects to the processing on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her based on the grounds that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller or processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (except where processing is carried out by public authorities in the performance of their tasks) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing of their personal data for direct marketing purposes including profiling for direct marketing purposes .
- (d) the personal data has been unlawfully processed;
- (e) the personal data has to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- (f) the personal data has been collected in relation to the offer of information society services from a child under the age of 16 years of age and the consent for the processing of that child's personal information has not been given or authorised by the holder of parental responsibility over the child .

The above requirements in relation to the right to erasure shall not apply to the extent that processing is necessary:

- (a) for exercising the right of freedom of expression and information;

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(b) for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

(c) when processing personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation is for reasons of public interest in the area of public health or where such data is processed by or under the responsibility of a professional subject to the obligation of professional secrecy under Union or Member State law or rules established by national competent bodies or by another person also subject to an obligation of secrecy under Union or Member State law or rules established by national competent bodies.

(d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subjected to the appropriate safeguards being put in place in accordance with this regulation, protecting the rights and freedoms of the data subject by the putting in place technical and organisational measures to ensure respect for the principle of data minimisation, which may include pseudonymisation; provided such purposes can be fulfilled in that manner or where further purposes for processing of such data does not permit or no longer permits the identification of data subjects, then those purposes shall be fulfilled in that manner so as to render impossible or seriously impair the achievements of the objectives of that processing or

(e) for the establishment, exercise or defence of legal claims.

Right to restriction of processing

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

(a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;

(b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;

(c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;

(d) the data subject has objected to processing on grounds relating to his or her particular situation, to processing of personal data concerning him or her which is based on the fact that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller or where processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third

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party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child, with the exception of processing carried out by public authorities in the performance of their tasks; pending the verification whether the legitimate grounds of the controller override those of the data subject.

Where processing has been restricted under the above conditions, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

A data subject who has obtained restriction of processing pursuant to the above-mentioned conditions shall be informed by the controller before the restriction of processing is lifted. Right to notification obligation regarding rectification or erasure of personal data or restriction of processing. The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with their right to rectification, erasure, and restriction of processing to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform the data subject about those recipients if the data subject requests it.

Right to data portability

1. The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where:

(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes or the data subject has given explicit consent to the processing of personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation may not be lifted by the data subject; if the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to above may not be lifted by the data subject or on a contract where the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract ; and

(b) the processing is carried out by automated means.

2. In exercising his or her right to data portability, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where

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technically feasible.

3. The exercise of the right to data portability shall be without prejudice to the data subject's right to erasure Article 17. which shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

4. provided that the right of data portability of a data subject shall not adversely affect the rights and freedoms of others.

Right to object

1. The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; or where processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child or (processing carried out by public authorities in the performance of their tasks) including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

2. Where personal data are processed for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing.

3. Where the data subject objects to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.

4. This right to object should be brought to the notice of the data subject at the very first communication and shall be presented clearly and separately from any other information.

5. In the context of the use of information society services, and notwithstanding Directive 2002/58/EC, the data subject may exercise his or her right to object by automated means using technical specifications.

6. Where personal data are processed for scientific or historical research purposes or statistical purposes Article 89(1), the data subject, on grounds relating to his or her particular situation, shall have the right to object to processing of personal data concerning him or her, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

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Right to withdraw consent

Where the processing is based on the data subject having given consent to the processing of his or her personal data for one or more specific purposes except where Union or Member State law provide that the prohibition the right to withdraw his or her consent may not be lifted by the data subject; or where consent to processing of his or her personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation the data subject has the right to withdraw the consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;

Time frame to respond to requests

If you exercise any of your rights under the General Data Protection Regulations such as access to and rectification or erasure of personal data or the exercise of the right to object, St. Joseph's Secondary School (the Controller) is obliged to respond to requests without undue delay and at the latest within **one month** and if St. Joseph's Secondary School failed to comply with your requests, St. Joseph's Secondary School must give you reasons why.

Mechanisms for the right to request from the controller, access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability are available through St. Joseph's Secondary School.

How a Data Subjects may verify the accuracy or request to amend their personal data?

A data subject may verify that their personal data submitted to St. Joseph's Secondary School is accurate by double checking their data that they entered before submitting the details to St. Joseph's Secondary School. In the event of any inaccuracy being discovered in any e-mails or other communications the data subject may send an e-mail to St. Joseph's Secondary School at principal@sjsb.eu informing us of the inaccuracy and the relevant corrections required. St. Joseph's Secondary School will rectify any inaccurate data highlighted.

How to exercise your data subject rights?

Similarly, if a data subject wishes to request their personal data to be deleted, or wishes to request the portability of their personal data or to access their personal data, withdraw their consent to the processing of same, the data subject may e-mail St. Joseph's Secondary School at principal@sjsb.eu and request it. However, the data subject should note that the personal data that is processed under 'legal obligation' cannot be deleted until the required period of retention has expired, which is seven (7) years after the student reaches the age of 18 years of age. Regarding the consent withdraw, if the data subject consented to more than one form of processing, the data subject should clarify if the withdrawal is in respect of

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all processing of their personal data or in respect of one or more purposes of processing their personal data.

The controller is obliged to respond to a data subject request without undue delay and in any event within **one month** and where the controller does not comply with the request the controller is required to give reasons for such non-compliance.

Right of Data Subject to lodge a complaint with the Supervisory Authority

The data subject has the right to lodge a complaint with the supervisory if he or she feel that any of their rights under the General Data Protection Regulations have been infringed and the data subject also has a right to seek judicial remedy to any such infringement.

The Data Commissioner in Ireland may be contacted by

Telephone	+353 57 8684800 +353 (0)761 104 800
Fax	+353 57 868 4757
E-mail	info@dataprotection.ie
Postal Address	Data Protection Commission Canal House Station Road Portarlinton R32 AP23 Co. Laois. Dublin Office 21 Fitzwilliam Square Dublin 2 D02 RD28 Ireland.

Security of Personal Data

St. Joseph's Secondary School endeavour to hold all personal data securely in accordance with our internal security procedures and applicable laws. St. Joseph's Secondary School will encrypt all personal data received through VSware, PPOD and ProtectorApp Encryption Program as applicable to ensure the protection of your personal data and to prevent any unauthorised access to your personal data or the unauthorised use of your personal data.

Unfortunately, no data transmission over the Internet or any other network can be guaranteed as 100% secure. As a result, while we strive to protect your personal data, we cannot ensure and do not warrant the security of any information you transmit to us, and this information is transmitted at your own risk.

Risks & Safeguard

The greatest risk to personal data is that of it unlawful access. St. Joseph's Secondary School has addressed and mitigated such potential risk by regulation of access, provision of access controls to safe guard and encryption personal data it processes through VSware, PPOD, E-mail attachment encryption application and ProtectorApp Encryption Program as applicable.

Rules in relation to the processing of personal data

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The rules of processing of personal data that is processed by St. Joseph's Secondary School is that all personal data will be stored in encrypted format through VSware, PPOD, E-mail attachment encryption application and ProtectorApp Encryption Program as applicable.

Contact Details of St. Joseph's Secondary School

St. Joseph's Secondary School
Telephone number 068 27205
Doon Road, Ballybunion, Co. Kerry
Email address; principal@sjsb.eu
Website: www.sjsb.info

If you wish to request any information about your personal data or believe that we are holding incorrect personal data on you, please contact principal@sjsb.eu.

Provision of the contents of Privacy Notice Orally

If a data subject wishes to receive the information contained in this privacy notice orally, this will be provided by sending an e-mail to principal@sjsb.eu requesting same and providing a contact phone number and a suitable time for the delivery of the information contained within this document to the intended recipient. Arrangements will be made for a member of St. Joseph's Secondary School to phone the intended recipient and provide all the contents of St. Joseph's Secondary School Privacy Notice to him or her and we will also ascertain if the recipient understands the information that has been provided orally to him or her.

Cookies

St. Joseph's Secondary School uses Cookies¹ for the purpose of improving your online experience through analytics, specifically we use Cookies on the site for the following purpose:

We use Cookies to analyse user activity in order to improve the site.

We look at aggregate patterns, like the average number of pages clicks that users perform so we can see what information is most sought-after, for example.

We also use such analysis to gain insights about how to improve the functionality and user experience of the Site.

Managing cookies in your browser

Use the tools and options in your web browser if you do not wish to receive a cookie. You can easily delete and manage any cookies that have been installed in the cookie folder of

¹ A cookie is a piece of text that gets entered into the memory of your browser by a website, allowing the website to store information on your machine and later retrieve it. Cookies can also enable the tracking and targeting of the interests of users to enhance the onsite experience.

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your browser by following the instructions provided by your particular browser manufacturer.

Consult the documentation that your particular browser manufacturer provides. You may also consult your mobile device documentation for information on how to disable cookies on your mobile device.

To learn more about cookies you can visit <http://www.allaboutcookies.org/> which has a comprehensive guide on them and on how to restrict / delete them for most common browsers.

Automated Decision Making (Profiling)

St. Joseph's Secondary School does not use any automated decision-making tools or processes in its processing of any personal data.

Under the GDPR you have the right not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affecting you, however, this shall not apply if a decision is necessary for entering into or performance of a contract between you and the data controller, or is authorised by European Union or Member State law or where you have given explicit consent for such processing.

If your personal data was subjected to automated decision-making, including profiling you are entitled to be notified of the existence of such processing and information about the logic involved as well as any significance and the envisaged consequences of such processing for you.

Account management

St. Joseph's Secondary School may use your contact details

- i. providing account management,
- ii. maintaining our school's accounts and records.

Market research and surveys

St. Joseph's Secondary School does not engage in market research or surveys

Email communications

St. Joseph's Secondary School adhere to the following guidelines in relation to our email communications:

- emails will clearly identify us as the sender,
- you may unsubscribe from all mailing lists, with the exception of any emails regarding legal notices, invoicing,
- any third parties who send emails on our behalf will be required to comply with legislative requirements on unsolicited emails and the use of personal data.
- We send emails from a number of different domains in both plain text and HTML email

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formats. Emails are usually sent using sender email addresses at: saintjoesbb@gmail.com or principal@sjsb.eu

If you receive an email which claims to come from us but does not, use this domain, or if you are suspicious that an email may not be approved by us, then please send a copy of the email to principal@sjsb.eu so we can investigate.

Links

This Privacy Notice applies to personal data collected by St. Joseph's Secondary School. If an email or website contains links to a third-party site, please be aware that we are not responsible for the content or privacy practices of such site. We encourage our users to be aware when they leave our Site, and to read the Privacy Notice of other sites that collect personal data.

Notification of changes

This Privacy Notice was last updated on 10th January 2019. We reserve the right to amend or vary this Notice at any time and the revised Notice will apply from the date posted on the site. St. Joseph's Secondary School will provide a link to our Privacy Notice on electronic correspondences in order to keep you abreast of the contents of this Notice.

Reviews of St. Joseph's Secondary School compliance with the GDPR

Reviews of St. Joseph's Secondary School compliance with the General Data Protection Regulations and Data Protection Acts will be conducted every year in the month of January commencing in 2020.

Appendix "A"

Student's Personal and Special Category Data Purpose of Processing

No.	Categories of Personal Data -	Purpose of Processing
1	Student's PPS Number	Identification in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, Revenue & Department of Social Protection
2	Student's Birth Certificate	Identification and proof of age
3	Student's Forename	Identification in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
4	Student's Middle Name	Identification of Applicant for Garda Vetting
5	Student's Surname	Identification in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills

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6	Student's Address	Identification, communication and completion of administration records in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education
7	Student's Eircode	Identification, and for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
8	Student's Date of Birth	Identification, and for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
9	Student's Nationality –	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
10	Student's Gender	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
11	Student's Mother's tongue - English or Irish?	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills
12	Student's Unique I.D. Number (generated by PPOD)	Processed for the purpose of identification of Student
13	Student's Records of Significant Achievements	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills

14	Student's Attendance Data - attendance, absences and reasons for absences records	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills & the Education (Welfare) Act 2000
15	Safeguarding Information in relation to Student	Processed for the purpose of the safety and welfare of the student
16	Student's Home Telephone number	Processed for the purpose of communication
17	Student's School e-mail address	Processed for the purpose of communication
18	Student's Current Primary School	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
19	Student's Previous Schools attended	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
20	Student's Behavioural Information including any exclusion information where relevant.	Processed to aid in the safety and welfare of the student and in the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
21	Mother's Name	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills

22	Mother's Address	Processed for the purpose of communication and the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
23	Mother's Maiden Name	Processed in the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
24	Mother's Contact Number	Processed for purpose of communication and point of contact in emergency situations
25	Mother's email	Processed for purpose of communication
26	Mother's Tel No. at Work	Processed for purpose of communication
27	Father's Name	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
28	Father's address	Processed for the purpose of communication and the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills
29	Father's mobile number	Processed for purpose of communication and point of contact in emergency situations
30	Father's e-mail	Processed for purpose of communication
31	Position of child in Family	To assess and strategically plan for the educational needs and requirements of the family.
32	Name of 'Emergency Contact' (other than Parent)	Processed as a point of contact in cases of emergency where parent /guardian is not contactable

33	Telephone number of 'Emergency Contact' (other than Parents)	Processed as a point of contact in cases of emergency where parent /guardian is not contactable
34	Address of 'Other' Emergency Contact Person	Purpose of verification of identification of the 'other emergency contact person' should he /she make contact with the school or exercise their 'Data Subject's Rights'
35	Emergency Contact Person's Relationship to student	Student's Health & Welfare - Relationship to student may arise in relation to consent in emergency situation where contact cannot be established with parents / guardian.
36	Details of any orders or custody arrangements in place governing access to or custody of the child (provide details)	Provision of student's safety and welfare
37	Name of any Brother / Sister(s) in the school	To assess the parent's knowledge of the school's educational system and establish the level of information or assistance they may require with the introduction of their child in to the school. The category of data is also required in relation to the prioritising of admissions as priority is given to applications strictly in order of preference listed below: a) Siblings of present students; b) Students from the feeder Primary Schools c) All other applicants.
38	Health and Medical History indicate any medical issue that School needs to be aware of - health checks, physical and mental health care and allergies.	Processed in relation to the safety, health and welfare of the student and to ensure that the educational needs of all students, including those with a disability or other special educational needs, are identified and provided for

39	Doctor's Name usually attended	Contact, Communication and sharing of details with other emergency services in case of a medical emergency
40	Doctor's Number	Contact, Communication and sharing of details with other emergency services in case of a medical emergency
41	Other Relevant Health Information	Contact, Communication and sharing of details with other emergency services in case of a medical emergency
42	Exemption from Irish	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, and to establish the educational needs of students with a disability or other special educational need
43	If child possesses an exemption, please indicate reason for the exemptions	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, and to establish the educational needs of students with a disability or other special educational need
44	Did the student receive learning support / resource in Primary school?	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, and to establish the educational needs of students with a disability or other special educational need

45	If the student did receive learning support / resource in Primary School in what subjects was the support given?	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, and to establish the educational needs of students with a disability or other special educational need
46	Has Student any Educational Psychological Assessment? (if yes, please provide a copy of that report with the application form)	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, and to establish the educational needs of students with a disability or other special educational need
47	Class Year	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills
48	Medical Card No. (Parent / Guardian / Student)	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills. The Department requires such data in relation to medical card eligibility for statistical and policy purposes and such data may inform indicators for the classification of DEIS schools.

<p>49</p>	<p>Is your child a member of the Travelling Community? - Not obligatory</p>	<p>This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills. The Department requires such data in relation to allocation of appropriate resources to schools to meet the individual needs of the children</p>
<p>50</p>	<p>Ethnic or Cultural Background of Student</p>	<p>This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills. T</p>
<p>51</p>	<p>Record of Academic Progress of Student</p>	<p>This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills. The school is required to establish and maintain systems whereby the efficiency and effectiveness of its operations can be assessed, including the quality and effectiveness of teaching in the school and the attainment levels and academic standards of students under the Department of Education Act 1998.</p>

<p>52</p>	<p>Previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student)</p>	<p>This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills. The school is required to establish and maintain systems whereby the efficiency and effectiveness of its operations can be assessed, including the quality and effectiveness of teaching in the school and the attainment levels and academic standards of students under the Department of Education Act 1998.</p>
<p>53</p>	<p>Name & Address of Student repeating the Leaving Certificate</p>	<p>This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills. The school is required to establish and maintain systems whereby the efficiency and effectiveness of its operations can be assessed, including the quality and effectiveness of teaching in the school and the attainment levels and academic standards of students under the Department of Education Act 1998.</p>
<p>54</p>	<p>External Candidates' signature when sitting examinations</p>	<p>This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.</p>

55	Examination Candidates' Number	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, such as identification of the student answer book, envelope, map, drawing or sheet of squared paper used etc.
56	Photograph	Purpose of identifying the student. For internal safeguarding and security purposes, including school displays such as inclusion in the school's digital bank of photographs, recorded video images of school events, printed year group photographs / pamphlets / brochures, / yearbooks, for the publishing of photographs / images / videos on the school website, school social media accounts, in newspapers, and other similar school related publications.
57	Student's Academic Year & Subjects	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.
58	CCTV Recording	CCTV systems are installed (both internally and externally) in the school for the purpose of enhancing security of the school, its environment and its associated equipment as well as for the purpose of creating a mindfulness among the occupants, that at any one time a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day.

59	<p>Garda Vetting Outcome Record (where the student is engaged in work experience organised with or through the school/ETB which requires that they be Garda vetted)</p>	<p>This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, Children's Safety and prospective employment,</p>
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Appendix “B”

Employee’s Personal and Special Category Data Purpose of Processing

No.	Categories of Personal Data -	Purpose of Processing
60	Employee's Forename & Surname	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc. and the management and administration of school business,
61	Employee's Address	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
62	Employee's PPS Number	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
63	Employee's Phone Number	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.

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64	Employee's e-mail address	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
65	Employee's Qualifications	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
66	Employee's Education Qualifications	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
67	Employee's Contract Type	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
68	Details of Employee's Posts Holder	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
69	Employee's Previous School	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
70	Teacher's Council Registration Number	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.

71	List of Employee's Sectors Registered with Teaching Council	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
72	List of employee's subjects registered with the Teaching Council	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
73	Employee's Number of Hours Teaching	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
74	Health Records	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
75	Employee's References	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
76	Employee's Probation Letters / Forms	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
77	Employee's details of leave, job sharing, career break, maternity leave, Parental leave	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.

78	Employee's details of Paternity Leave	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
79	Employee's details of Force Majeure leave, Carers Leave,	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
80	Employee's Record of Sickness Absence Records / Certificates	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
81	Employee's records of Working Time Act (attendance hours, holidays, breaks)	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
82	Particulars of allegations and Complaints, Grievance and Disciplinary records, Working Time Act (attendance hours, holidays, breaks)	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills

<p>83</p>	<p>Employee's Pre-employment medical assessment, Occupational Health Referral, Correspondence Retirement on ill health grounds, Medical assessments or referrals Sick leave records (Sick Benefit Forms)</p>	<p>Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>
<p>84</p>	<p>Employee's records of Medical assessments or referrals</p>	<p>Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills</p>
<p>85</p>	<p>Employee's Pension calculation, Pensions Increases, Salary Claim forms</p>	<p>Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>
<p>86</p>	<p>Returns identifying individual staff</p>	<p>Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>

87	CCTV Recording	CCTV systems are installed (both internally and externally) in the school for the purpose of enhancing security of the school, its environment and its associated equipment as well as for the purpose of creating a mindfulness among the occupants, that at any one time a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day.
88	Financial records - payroll, taxation,	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
89	Invoices/back-up records/ receipts	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
90	Records of Posts of Responsibility	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
91	Records of Calculation of Service, Promotions / POR Board Assessment Report Files	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
92	Records of Promotions/ Board Assessment Report Files	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.

93	Post of Retention Documents	Processed in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.
94	Name of staff member who checked Birth Certificate of Student in relation to the inputting of the personal data into PPOD	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.
95	Criminal Convictions	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
96	Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies (under mandatory reporting legislation and/or child safeguarding guidelines (subject to the DES Child Protection Procedures).	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
97	Former Employee's Forename & Surname	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)

98	Former Employee's Address	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
99	Former Employee's PPS Number	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
100	Former Employee's Phone Number	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
101	Former Employee's e-mail address	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
102	Records of any serious injuries/ accidents etc	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
103	Records of any reports the school (or its employees) have made in respect of the student to State departments and/or other agencies under mandatory reporting legislation and/or child safeguarding guidelines (subject to the DES Child Protection Procedures).	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)

Appendix “C”

Personal Data of Board of Management & Parents Association

No.	Categories of Personal Data -	Purpose of Processing
104	Name & Address of Board of Management	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.
105	Contact Details of Members of the Board of Management	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.
106	Name, Address & contact Details of Former Members of the Board of Management	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.
107	Parent's Association Contact Name	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.
108	Parent's Association Phone Number	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.
109	Parents Association email	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.

Appendix “D”

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Personal Data of Creditors

No.	Categories of Personal Data -	Purpose of Processing
110	Creditor's Name & Address	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and the Revenue Commissioner.
111	Creditor's Contact Details	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and the Revenue Commissioner.
112	Creditor's PPS Number & Tax Details	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and the Revenue Commissioner.
113	Creditor's Bank Details and Finance Payment Records	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and the Revenue Commissioner.