



Data Protection Privacy Statement **For Parents and Students**

Introduction

Individuals have a number of rights in relation to their personal information – i.e. personal data – and these rights have been enhanced by the General Data Protection Regulation (GDPR). This Data Protection Statement describes how we at Presentation College, Carlow collect and process personal data, in accordance with the GDPR 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 information. In this policy document the term 'parent' is taken to include 'guardian'.

This Statement applies to students and parents. By enrolling your child in and/or by attending Presentation College, Carlow, you acknowledge and agree to the collection and processing of personal information by the school. Presentation College will continue to communicate with parents of students who have reached the age of eighteen, and require absence notes and other communications from parents of students who have reached the age of eighteen, for as long as the student is enrolled in the school.

For your information this Statement outlines:

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

1. Who we are and how to contact us

We are Presentation College.

Our address and contact details are: Presentation College, Askea, Carlow, R93 F298.

Phone: 059 91 43927

Fax: 059 91 40645

E mail: info@presentationcollegearlow.com

We provide second level education under the voluntary sector, and under the trusteeship of CEIST. For further information, please consult our Data Protection Policy available on our school website: www.presentationcollegearlow.com



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Presentation College, Carlow, is a data controller responsible for personal data - i.e. information relating to an identified or identifiable natural person. Presentation College processes personal data, i.e. the school collects, records, stores, retains and uses personal data. Presentation College will respond to your questions in relation to this data protection statement and our approach to privacy.

If you have any questions about this data protection privacy statement, including any request to exercise your legal rights, please contact us using the details below:

E mail: info@presentationcollegearlow.com (please type Data Protection Query in the subject line)

or

Postal Address: Principal, Presentation College, Askea, Carlow, R93 F298.

2. Information Collected

Presentation College may collect the following personal information on students and parents:

(i) Student Information

When you are a student with Presentation College, we collect and use your personal data.

If you are under eighteen years when you enrol, we collect the name, address, contact details and other information about your parents. If you are under eighteen years, your parent is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc. They do so by agreeing to support the school policies.

Student information includes:

- Personal details such as name, address, date of birth, gender, PPS number, nationality, country of birth, religion, emergency contact information and information in relation to the student's family as may be required,
- Any Special Education Needs (SEN),
- Any Child Protection information,
- Medical data,
- Previous school name and roll number,
- Academic records, school reports – including information on behaviour and attendance, student learning needs, student behaviour needs, permission for access to educational reports, individual education and learning support plans, standardised test scores such as CAT4 assessment scores and Drumcondra scores, including scores and reports transferred from your primary school(s),
- Personal Pupil Profiles (including whether English is the student's first language or if exempt from any subjects e.g. Irish),
- Psychological referral/assessment documentation and permission for access to psychological reports,
- Information for the Post Primary Online Database (PPOD),
- Information for Special Educational Needs Organiser (SENO),
- Information for TUSLA (the Child and Family Agency) and/or the Health Service Executive (HSE),
- 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, RSE Programmes),
- Photographs and recorded images of student(s) (including at school events, Classroom Based Assessments, Leaving Certificate Vocational Programme recorded interviews – see Acceptable Use Policy),
- School Transport information,
- Images / photo / CCTV footage and other information obtained through electronic means.

(ii) Sensitive Personal Information – Students

Presentation College may collect and process the following special categories of more sensitive personal information such as:

- Information about student's health, medical certificates, medical needs, allergies and consent for administration of medicine,
- Religious belief and confirmation of engagement or not in religious ceremonies / Religious Education – see Admissions Policy,
- Membership of the Traveller Community,
- Racial or Ethnic origin,
- Financial information (re fees, grants, scholarships etc.).

(iii) Parent Information

Presentation College may collect and process the following personal information from parents such as:

- Contact details of parent e.g. name, address, email address, telephone number(s),
- 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 student(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 students on school website / print media / social media etc.,
- Records, correspondence or notes arising from interaction with parents,
- Agreement to support and comply with school policies, including (but not limited to) the Code of Behaviour, Anti-Bullying Policy and Acceptable Use Policy.



Please see Appendix 2 of the Data Protection Policy on Personal Data and Related Processing Purposes.

3. Purpose and Legal Basis for Collecting and Processing Information

Presentation College collects and processes personal information (as listed above) about students and parents for a variety of purposes and relies on a number of legal grounds to do so. Presentation College requires this information to perform our duties and responsibilities and to comply with our legal and statutory obligations. In addition, Presentation College requires this personal information to pursue the legitimate interests of the school and our dealings with relevant third parties (see below). The legitimate interests upon which we rely is the effective operation and management of Presentation College and managing the education and welfare needs of our students.

We use students' and parents' 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.*

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please consult our Data Protection Policy available at www.presentationcollegecarlow.com under the School / Policies section of the website.

Presentation College processes personal data on the basis of the following lawful purposes:

a) Legal Obligation

Presentation College collects and process personal information to comply with our 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.

b) Legitimate Interests

Presentation College may also process personal information to:



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- Enable students to develop to their full potential and meet the educational, social, physical, spiritual and emotional requirements of the student,
- Enable parents to be contacted in the case of emergency, school closures and to inform parents of their child's educational progress,
- Secure and benefit from the support and services of relevant third parties.

c) Consent

Presentation College sometimes processes some students' personal information with consent e.g. photograph which may be displayed on the school's website or on social media platforms or in the print media. Please note that consent can be withdrawn at any time by contacting the school.

4. How Personal Information is Collected

(i) Students

Presentation College collects personal information about students through the enrolment process and/or through expressions of interest in relation to enrolment. Additional information is collected from third parties, including former schools and through school activities and general interaction(s) during the course of the student's time at Presentation College.

(ii) Parents

Presentation College collects personal information about parents through the enrolment process or expressions of interest for enrolment. We collect additional personal information through general interaction during the course of the student's time at Presentation College.

5. Information and Third Parties

Presentation College may receive from, share and/or transfer information to a range of third parties such as the following:

- The Department of Education and Skills,
- The State Examinations Commission,
- TUSLA / the Child and Family Agency,
- The National Council for Special Education,
- The National Educational Psychological Service (NEPS)
- The Education Research Centre,
- The HSE,
- The Department of Social Protection and/or other state benefit providers,
- The Revenue Commissioners,
- An Garda Síochána,
- School Insurance Provider,
- Third Party Service Providers: We may share personal information with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, 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. VMware Data Management System, Jones Business Systems, Microsoft, Compu b, Wriggle and SchoolWise Information Technology companies.

6. Data Retention

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 Presentation College).

We will only retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements. The normal retention period is no more than seven years. Students' Classroom Based Assessments are retained after the Subject Learning and Assessment Meeting, except in the cases of exemplary samples of work that may be used for demonstration purposes by teachers for a period of up to seven years. For further information on the retention periods, please consult our Data Protection Policy available at www.presentationcollegearlow.com

7. Transfer of Personal Information Outside the European Union

Presentation College may transfer the personal information we collect 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 information does receive an adequate level of protection we 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 information is treated by those third parties in ways that are consistent with respect to EU and Irish Laws on Data Protection.

8. Individual Rights

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

1. Request a copy of the personal information held about the individual;
2. Rectify any inaccurate personal data held about the individual;
3. Erase personal information held about the individual;
4. Restrict the processing of individual personal information;
5. Object to the use of individual personal information for our legitimate interests;
6. Receive individual personal information in a structured, commonly used and machine-readable format and to have that data transmitted to another data controller.



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If you wish to exercise any of these rights please consult, in the first instance, our Data Protection Policy, available on www.presentationcollegearlow.com under the School / Policies section of the website. Appendix 8 and Appendix 9 of the Data Protection Policy contain the Data Access Request Form and the Personal Data Rectification / Erasure Form. You may wish to contact us at the school as outlined:

E mail: info@presentationcollegearlow.com (*please type Data Protection Query in the subject line*)

Postal Address: Principal, Presentation College, Askea, Carlow, R93 F298.

Presentation College will endeavour to respond to your request within a month. If we are unable to deal with your request within a month we may extend this period by a further two months and we will explain why.

You also have the right to lodge a complaint to the office of the Data Protection Commission.

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

- (a) Right to complain to supervisory authority
- (b) Right of access
- (c) Right to rectification
- (d) Right to be forgotten
- (e) Right to restrict processing
- (f) Right to data portability
- (g) Right to object to automated decision making/profiling.

For further information, please see our Data Protection Policy available at www.presentationcollegearlow.com

9. Updates

We will update this data protection privacy statement from time to time. Any updates will be made available and, where appropriate, notified to you.

10. Contact:

If you would like to discuss anything in this data protection privacy statement please contact the Principal, Mr. Ray Murray, at info@presentationcollegearlow.com

Reviewed and ratified by the Board of Management on: 15th April 2021

Date of next review: April 2022

Signature (Chairperson): _____
For and on behalf of the Board of Management