

GDPR Privacy Notice

Who processes your information?

St Cronan's National School, Rosemount is the data controller of the personal information you provide to us. This means we determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. We have a Data Protection Officer (DPO) who acts as a representative for the school with regard to its data controller responsibilities; the DPO can be contacted on 0505 21636 or cron.ias@eircom.net. The role of the DPO is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that St Cronan's National School, Rosemount upholds are imposed on the processor.

Why do we collect and use your information?

St Cronan's National School, Rosemount holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Department of Education and Skills (DES), HSE, TUSLA, Educational Psychologists or other agencies involved with children attending our school. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and Irish law, including those in relation to the following:

- GDPR Legislation 2018
- Education Act

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support teaching and learning
- To monitor and report on pupil progress
- To enable effective communication between school and parents
- To safeguard pupils including garda Vetting of Parents
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To arrange funding with theDES
- To enable a comprehensive picture of the workforce and how it is deployed.
- To allow better financial modelling and planning including recruitment and retention
- To enable ethnicity and disability monitoring

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information - e.g. names, phone numbers and addresses
- Characteristics - e.g. ethnicity, language, nationality, country of birth
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. standardised curriculum assessment results

- Relevant medical information
- Information relating to SENO/ Psychological Reports
- Behavioural information
- School Support Plans
- School Support plans Plus
- Photographs these will be used to record events and for promoting our school

Whilst the majority of the personal data you provide to St Cronan's National School, Rosemount is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at St Cronan's National School, Rosemount and their families is stored in line with our GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

How do we collect your personal data?

Information may be collected in many different ways but predominately as set out below:

In writing Face to face Telephone calls

Emails

If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum.

CCTV

We have installed CCTV systems in areas used by members of the public for the purposes of pupil, staff, parents, employees and public safety and for crime prevention and detection. Signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information. We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will only be released at the discretion of the Board of Management. It will not be released to parents and images captured by CCTV will not be kept for longer than necessary.

Will my information be shared?

The school is required to share pupils' data with the DES on a statutory basis.

The National Pupil Online Database (POD) is managed by the DES and contains information about pupils in schools in England. St Cronan's National School, Rosemount is required by law to provide information about our pupils to the DES as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DES may share information about our pupils from the POD with third parties who promote the education or wellbeing of children

- Conducting research or analysis.
- Producing statistics.

- Providing information, advice or guidance.

The DES has robust processes in place to ensure the confidentiality of any data shared from the POD is maintained.

St Cronan's National School, Rosemount will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school, i.e. Secondary Schools
- HSE Hearing/Sight/Dental
- The DES via POD
- Educational Welfare Officer
- TUSLA when requested but your permission will have been granted to TUSLA prior to any communication with our school

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how St Cronan's National School, Rosemount uses your personal data.
- Request access to the personal data that St Cronan's National School, Rosemount holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way St Cronan's National School, Rosemount and/or the DES is collecting or using your personal data, you can raise a concern with the Data Commissioner's Office using the information below.

Telephone	+353 57 8684800	09:15 - 17:30hrs (17.15 Friday)
	+353 (0)761 104 800	
Lo Call Number	1890 252 231	
E-mail	info@dataprotection.ie	

Postal Address Data Protection Commission

Canal House
Station Road
Portarlinton
R32 AP23 Co. Laois

You can submit your comments or queries to us using our [on-line feedback form](#).

Where can you find out more information?

If you would like to find out more information about how we and/or the DES collect, use and store your personal data, please [download our GDPR Data Protection Policy](#).

Declaration

I, _____, declare that I understand:
St Cronan's National School, Rosemount has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.

- How my data is used.
- St Cronan's National School, Rosemount may share my data with the DES,
- St Cronan's National School, Rosemount will not share my data with any other third parties without my consent, unless the law requires the school to do so.
- St Cronan's National School, Rosemount will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Father's Signature: _____

Mother's Signature: _____

Date: _____

Name of Child: _____

Signature: _____

Name of Child: _____

Signature: _____

Name of Child: _____

Signature: _____

Date: _____