

St. Brigid's Presentation Secondary School - Privacy Notice

Reader Information	Title: Privacy Notice
Purpose:	To outline the approved St. Brigid's Presentation Secondary School's management approach to be followed in relation to Privacy Notice
Author:	Róisín Moore Principal
Publication date:	18/04/2019 reviewed on 26/4/2024
Target Audience:	All staff, service providers, students, parents, guardians and third parties that have access to the St. Brigid's Presentation Secondary School information.
Superseded Documents:	All other Privacy Notices.
Review Date:	Review_Date
Contact Details:	26/04/2025
	St. Brigid's Presentation Secondary School at New St, Monearmore, Killarney, Co. Kerry V93ND79 - E-mail: info@sbk.ie

Privacy Notice

St. Brigid's Presentation 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. Brigid's Presentation Secondary School, we can be contacted through info@sbk.ie or through our registered office, which is located at St. Brigid's Presentation Secondary School New St, Monearmore, Killarney, 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. Brigid's Presentation Secondary School may collect personal data such as your name and e-mail address through our website interface on <https://stbrigidskillarney.ie> or through completion of our enrolment form, e-mail communication, or other means of communication or contact that we may have with you. We also collect personal data (images) throughout CCTV system in operation in the environs of the school premises. The CCTV Policy published on the website provides further information on the processing of personal data through the CCTV system.

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 in the attached schedules 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. Brigid's Presentation 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 attached to this Privacy Notice which outlines the categories of personal data processed in aiding 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 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. Brigid's Presentation Secondary School with your personal data, that data will be processed by the school.

- Student's personal data is shared with the Principal, Teachers, Department of Education & Skills, Student Counsellor, Special Educational Coordinator, Year Heads, Board of Management, Administration Staff, State Examination Commission, Central Statistics Office, Educational Research Centre, 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), third-level educational institutions, prospective employers, Health & Safety Authority and An Garda Siochana as applicable.
- Employee's personal data is shared with Department of Education & Skills, Board of Management, Principal, Deputy Principal, School Management Team, Administration Department, Health & Safety Authority, Finance Department, Gardai, Tusla, HSE, Insurance Companies, Student Counsellor, Special Educational Coordinator, Year Heads, State Examination Commission, Central Statistics Office, Educational Research Centre, 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), Medical Practitioners, Revenue Commissioners, and Students, Parents / Guardians and General Public (through School Website's 'list of teachers photographs etc.).
- Board of Management / Trustee's Personal data is shared with Department of Education & Skills, Revenue, Board of Management, Trustees, Principal, School

Management, School's Administration Students, Parents / Guardians, and the General Public (through School Website) as applicable.

- Creditors personal data is shared with Board of Management, Principal, Deputy Principal, Administration Staff, Finance Department, Revenue Commissioners and Accountant.
- Covid-19 related personal data is shared with Board of Management, Principal, Deputy Principal, Teachers, Year Heads Administration Staff, Department of Health, HSE Contracting Tracing Officials, Insurance Company' as applicable.

The Department of Education & Skills privacy notice is displayed at <https://www.education.ie/en/The-Department/Data-Protection/department-of-education-and-skills-privacy-notice.pdf>

St. Brigid's Presentation 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.

Transfer to third country.

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

Our school does not transfer any personal data to any third country.

Period of retention of personal data

Personal data provided to St. Brigid's Presentation 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.

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/>
- <https://www.cpsma.ie/wp-content/uploads/2021/04/Records-Retention-Schedule-1.docx> for School / ETB
- <https://www.accs.ie/s/Data-Retention-Schedule-2021.doc> for ACCS schools.

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>

4. CCTV recordings are recorded over after a period of 30 days, unless downloaded in accordance with the principals of the GDPR, bearing in mind the purpose and legal basis for such further processing of personal data.

General Description of Technical and organisation measures implemented to protect personal data processed.

St. Brigid's Presentation Secondary School is accessed controlled; it has CCTV System and a security alarm fitted. All personal data records are access controlled, digital data is protected by antivirus software, username, passwords, encryption functionalities and confidential agreements to ensure personal data is protected during processing.

Covid-19 Pandemic

Processing Personal Data in relation to Covid-19 - St. Brigid's Presentation Secondary School as well as public, private and voluntary organisations are taking necessary steps to contain the spread and mitigate the effects of Covid-19. Some of the risk mitigations implemented involve the processing of personal data and special category data of data subjects such as name, address, workplace, travel details, Covid-19 health related information and status, telephone number, position of employment, etc.

Lawful basis for Processing - This personal data and special category data is processed in accordance with the terms of 'Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, the Safety, Health and Welfare at work Act 2005 (as amended) in relation to the prevention of the spread of Covid-19 virus as the processing of such personal data and special category data is necessary and proportionate in relation to the response to Covid-19 and the information processed is in line with the direction / guidance of the public health authorities.

Retention Period - Personal data processed under the requirements of the prevention of the spread of Covid-19 in schools will be deleted after a period of four weeks.

Personal data processed under the requirements of the prevention of the spread of Covid-19 in schools in relation to employees' applications for special leave with pay, restricted movements group declaration, advice to cocoon by OHS will be retained for duration of employee's employment, plus 7 years due to pay and pension records requirements.

Questionnaires - The implementation of questionnaires and contact tracing logs for visitors and contractors to the school were considered and implemented in mitigating risks to teachers, staff, students including vulnerable persons within the school along with available information, categories of personal data, and special category data as mentioned in the guidance provided by the Public Health Authority.

Sharing of Covid-19 related Persona Data / Special Category Data -

Personal data / special category data processed in relation to the prevention of Covid-19 virus will be shared with the Board of Management, Principal, Deputy Principal, Teachers, Year Heads Administration Staff, Department of Health, HSE Contracting Tracing Officials, Insurance Company as applicable. The personal data identifying a data subject will not be shared within St. Brigid's Presentation Secondary School, the only information that will be shared in the event of a suspected or confirmed case of Covid-19 in the school is that there has been a case or suspected case of Covid-19 in the school etc. along with details of any other mitigating factors that will be implemented. The name of any affected individual will not be disclosed other than to the appropriate authorities and those mentioned above as applicable to each case. All personal and special category data processed in relation to the prevention of the spread of Covid-19 will be treated in confidence.

The categories of personal and special category data processed under the Covid-19 Pandemic is outlined in the Appendix at the rear of this privacy notice.

Employment and Provision of Educational Service-related data

If you avail of our educational services or are employed by St. Brigid's Presentation Secondary School, we may collect and process your personal and special categories of data as is outlined in the Appendix at the rear of this privacy notice.

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. Brigid's Presentation 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. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form. The right to obtain a copy or further copies of personal data being processed shall not adversely affect the rights and freedoms of others. For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs.

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;

(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 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 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.

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. Brigid's Presentation Secondary School (the Controller) is obliged to respond to requests without undue delay and at the latest within **one month** and if St. Brigid's Presentation Secondary School failed to comply with your requests, St. Brigid's Presentation 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. Brigid's Presentation 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. Brigid's Presentation Secondary School is accurate by double checking their data that they entered before submitting the details to St. Brigid's Presentation 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. Brigid's Presentation Secondary School at info@sbk.ie informing us of the inaccuracy and the relevant corrections required. St. Brigid's Presentation 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. Brigid's Presentation Secondary School at info@sbk.ie 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 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.

Right to an effective judicial remedy against a controller or processor

Each data subject shall have the right to an effective judicial remedy where he or she considers that his or her rights under this Regulation have been infringed as a result of the processing of his or her personal data in non-compliance with the GDPR.

Right to Representation of data subjects

Each data subject shall have the right to mandate a not-for profit body, organisation or association properly constituted in accordance with the law and that is active in the field of the protection of data subject's rights and freedoms with regard to the protection of their personal data to lodge the complaint on his or her behalf.

Right to Representation of data subjects

Each data subject shall have the right to mandate a not-for profit body, organisation or association properly constituted in accordance with the law and that is active in the field of the protection of data subject's rights and freedoms with regard to the protection of their personal data to lodge the complaint on his or her behalf.

Right to compensation

Any person who has suffered material or non-material damage as a result of an infringement of the GDPR shall have the right to receive compensation from the controller or processor for the damage suffered.

Security of Personal Data

St. Brigid's Presentation Secondary School endeavour to hold all personal data securely in accordance with our internal security procedures and applicable laws. St. Brigid's Presentation Secondary School will protection of your personal data and prevent any unauthorised access to it or 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 unlawful access. St. Brigid's Presentation Secondary School has addressed and mitigated such potential risk by the implementation of technical and organisational measures to protect personal data it processes.

Rules in relation to the processing of personal data

The terms and conditions in relation to the processing of personal data are set out in the implemented GDPR Policies and procedures designed to protect personal data during its processing by St. Brigid's Presentation Secondary School.

Contact Details of St. Brigid's Presentation Secondary School

Telephone: (064) 663 2209
Postal Address: New St, Monearmore, Killarney, Co. Kerry
Email: Info@sbk.ie
Website: <https://stbrigidskillarney.ie>

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

Provision of the contents of Privacy Notice Orally

If a data subject wishes to receive the information contained in this privacy notice orally, the information in this privacy notice will be so provided orally. In order to arrange for this to occur the data subject will be required to make this request via an e-mail to info@sbk.ie while providing a contact phone number and a suitable time for the delivery of the information contained within this document to the intended recipient or by phoning the St. Brigid's Presentation Secondary School on (064) 663 2209 and requesting same. Arrangements will be made for a member of St. Brigid's Presentation Secondary School to phone the intended recipient and provide all the contents of St. Brigid's Presentation 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 them.

Joint Controllers

St. Brigid's Presentation Secondary School is a joint controller with the Minister for Education and the Minister for Children, Equality, Disability, Integration and Youth, as provided for in Section 14 of the Childcare Support Act 2018, in relation to an 'Education Sponsor Agreement' which enables a referral of a vulnerable parent, so that they may access funds for sponsorship of their childcare fees under the National Childcare Scheme ("NCS"), which was set up in order to support them to remain in education and training.

Browsing our Website.

Every time you connect to our website, our Cookies operate as outlined hereunder in the list of cookies used by our business. The purpose of cookies is listed hereunder.

Cookies

St. Brigid's Presentation Secondary School use Cookies¹ as listed hereunder.

Cookies	Domain Name	Purpose
Service Worker	www.facebook.com	This enables a web app to subscribe to and unsubscribe from cookie change events in a service worker.
NID	google.com	The 'NID' cookie is used to show Google ads in Google services for signed-out users
__Secure-3PAPISID	google.com	Builds a profile of website visitor interests to show relevant and personalized ads through retargeting.
__Secure-3PSID	google.com	Builds a profile of website visitor interests to show relevant and personalized ads through retargeting.
__Secure-3PSIDCC	google.com	Builds a profile of website visitor interests to show relevant and personalized ads through retargeting.
__Secure-3PSIDTS	google.com	This cookie is a secure persistent cookie, typically associated with Google services.
b25069df054db b052c33d7f9fcd 4b62e	stbridgetskillarney.ie	
Session storage	stbridgetskillarney.ie	Session's cookies are used to store user information on the user's server side
guest_id	platform.twitter.com	This cookie is set by Twitter and serves to identify the user with a unique number associated with Twitter.
Session storage	platform.twitter.com	Session cookies are used to store user information on the user's server side
APISID	.youtube.com	Used to personalise Google ads on websites based on recent searches and interactions
HSID	.youtube.com	This cookie contains digitally signed and encrypted records of a user's Google Account ID and most recent sign-in time.
LOGIN_INFO	.youtube.com	Used by the YouTube video service on websites with embedded YouTube videos.
PREF	.youtube.com	Used to remember user preferences such as language settings, preferred page configuration and playback preferences like autoplay, shuffle content, and player size.
SAPISID	.youtube.com	This cookie collects visitor information for videos hosted by YouTube.
SID	.youtube.com	This cookie contains digitally signed and encrypted records of a user's Google Account ID and most recent

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.

		sign-in time. Used to block many types of attack, such as attempts to steal the content of forms submitted in Google services.
SIDCC	.youtube.com	This is a security cookie that protects the user data from unauthorised access.
SSID	.youtube.com	Used to collect visitor information for videos hosted by YouTube on maps integrated with Google Maps.
VISITOR_INFO1_LIVE	.youtube.com	This cookie contains a unique ID used to remember your preferences and other information such as your preferred language. Used to enable personalised recommendations on YouTube based on past views and searches and also to detect and resolve problems with the service.
VISITOR_PRIVACY_METADATA	.youtube.com	Stores the user's cookie consent state for the current domain
YSC	.youtube.com	used by YouTube to remember user input and associate a user's actions.
__Secure-1PAPISID	.youtube.com	used for targeting purposes to build a profile of the website visitor's interests in order to show relevant & personalised Google advertising.
__Secure-1PSID	.youtube.com	__Secure-1PSID
__Secure-1PSIDCC	.youtube.com	used for targeting purposes to build a profile of the website visitor's interests in order to show relevant and personalised Google advertising.
__Secure-1PSIDTS	.youtube.com	This cookie stores an encrypted timestamp that helps maintain user sessions and preserves their preferences and settings across various Google services and websites.
__Secure-3PAPISID	.youtube.com	This cookie is set by Google and is used to store user preferences and information when viewing pages with Google Maps on them.
__Secure-3PSID	.youtube.com	This cookie is used for targeting purposes to build a profile of the website visitor's interest in order to show relevance and personalized Google advertising
__Secure-3PSIDCC	.youtube.com	This cookie is set by Google and is used to store user preferences and information when viewing pages with Google Maps on them.
__Secure-3PSIDTS	.youtube.com	This cookie is used for targeting purposes to build the profile of the website visitors interest in order to show relevance and personalized Google advertising.
Cache Storage	.youtube.com	This is a storage location used to temporarily store data used by servers, apps, and browsers to speed load times.
Indexed Databases	.youtube.com	An index offers an efficient way to quickly access the records from the database file stored on the disk drive.
Local Storage	.youtube.com	local storage is the process of storing digital data on physical storage devices, such as hard disk drives, Solid

		state drives, or external storage devices, such as thumb drives, or discs.
Service Workers	.youtube.com	This enables a web app to subscribe to and unsubscribe from cookie change events in a service worker.
Session storage	.youtube.com	Session cookies are used to store user information on the user's server side

Managing your cookie preferences

Cookies are meant to improve your user experience, but some users prefer to set restrictions on the types of cookies that can be stored on their device.

By clicking on buttons or links to third party sites or services, you will be redirected to an external site, which has its own cookie and privacy policies over which we have no control. This website uses third party cookies.

To review or change your cookie consent choices, modify your browser preferences, you have the choice to accept all cookies, to accept different types of cookies or to be notified when a cookie is set. It is also possible to configure your browser from accepting cookies altogether by changing your browser's cookie settings. The following links may be helpful.

Within your browser you can choose whether you wish to accept cookies or not. Different browsers make different controls available to you and so we provide links below to popular manufacturers' instructions on how you can do this. Generally, your browser will offer you the choice to accept, refuse or delete cookies at all times, or those from providers that website owners use ("third party cookies"), or those from specific websites.

- **Google Chrome** see <https://support.google.com/chrome/answer/95647>
- **Internet Explorer** see <https://support.microsoft.com/en-us/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-ed5947fc64d>
- **Firefox** see <https://support.mozilla.org/en-US/kb/enhanced-tracking-protection-firefox-desktop?redirectslug=enable-and-disable-cookies-website-preferences&redirectlocale=en-US>
- **Safari** see <https://support.apple.com/en-ie/guide/safari/sfri11471/mac>
- **Safari Mobile** see <https://support.apple.com/en-us/105082>
- **Opera** see <https://blogs.opera.com/news/2015/08/how-to-manage-cookies-in-opera/>

Please visit your browsers help page for more information.

Third party Websites and Links

Please note that you may have cookies placed on your computer by third parties' websites that refer you to our website. Please review their privacy policies of each website you visit

to better understand their privacy practices. We would like to inform you that anytime you click on links (including advertising banners), which take you to third party websites, you will be subject to the third parties' privacy policies.

While our website may contain links to other sites operated by third parties, we do not control such other sites and are not responsible for their content, their privacy policies or their use of personal data including any personal or financial information collected by third party's payment processors to process payments in relation our school. Our inclusion of such links does not imply any endorsement of the content of such sites or of their owners or operators except as stated on our website. Any information submitted by you directly to these third parties is subject to that third party's privacy policy.

Automated Decision Making (Profiling)

No Data Profiling occurs during the processing of personal or special category of data by the school.

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 as well as the right to obtain human intervention on the part of the controller in such processing, the right to express your point of view and the right to contest the decision.

Where decisions are based solely on automated processing, including profiling, the controller will ensure that they are not to be based on special categories of personal data unless they are processed under a contract, member state law, explicit consent or in the public interests and that suitable measures are in place to safeguard the data subject's rights and freedoms and legitimate interests.

Account Management

St. Brigid's Presentation Secondary School may use your contact details

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

Market Research and Surveys

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

Marketing and Promotions

St. Brigid's Presentation Secondary School does not use personal data to engage in marketing or promotions.

Email communications.

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

- emails will clearly identify us as the sender,
- emails sent for marketing purposes (if you consented to receiving same) will include an option to unsubscribe from future email messages,
- you may unsubscribe from all mailing lists, with the exception of any emails regarding legal notices, invoicing etc.
- 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: info@sbk.ie

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 info@sbk.ie so we can investigate.

Links

This Privacy Notice applies to personal data collected by St. Brigid's Presentation 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

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 website. St. Brigid's Presentation Secondary School will provide a link to our Privacy Notice on all electronic correspondences in order to keep you abreast of the contents of this Notice. Data Subjects will be notified of the changes made.

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

Reviews of St. Brigid's Presentation Secondary School compliance with the General Data Protection Regulations and Data Protection Acts will be conducted yearly.

Appendix "A"

Student's Personal and Special Category Data and Purpose of Processing

Category	Personal (P) / Special (S)	Purpose of Processing of Data	Duration of Retention of Data	Lawful Basis of Processing Personal Data
Student's PPS Number	P	Student Identification in accordance with the relevant legalisation.	Record to be retained until student reaches 18 years + 7 years.	'Legal Obligation'
Student's Birth Certificate	P	Identification and proof of age, Enrolment, registration, school's administration.	Record to be retained until student reaches 18 years + 7 years.	'Legal Obligation'
Evidence of residential Address of Student	P	Communication and completion of enrolment, student's registration, administration records in accordance with the secondary legalisation of the Department of Education and Skills.	Record to be retained until student reaches 18 years + 7 years.	'Legal Obligation'
Student's Forename	P	Identification under the secondary legalisation of the Department of Education & Skills, in relation to enrolment, registration,	Record to be retained until student reaches 18 years + 7 years.	'Legal Obligation' & 'Consent' in relation to Garda Vetting and this special category of data.

		school's administration.		
Student's Middle Name	P	Processed in relation to identification of student's application for Garda Vetting, enrolment, registration, school's administration.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Student's Surname	P	Processed for the identification in relation to the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation' & 'Consent' in relation to Garda Vetting
Student's Address	P	Identification, communication, and completion of administration records under secondary legislation in relation to enrolment, registration, school's administration.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation' & 'Consent' in relation to Garda Vetting
Student's Eircode	P	Identification, and for the performance of the functions conferred under enactment for Garda Vetting	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation' & 'Consent' in relation to Garda Vetting

<p>Student's Date of Birth</p>	<p>P</p>	<p>Identification, and for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills, enrolment, registration, school's administration.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation' & 'Consent' in relation to Garda Vetting</p>
<p>Student's Religion</p>	<p>S</p>	<p>Processed in relation to Religious Education Higher / Ordinary levels. the promotion of moral, spiritual, social, and personal development in accordance with the characteristics spirit of the School.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>
<p>Student's Nationality</p>	<p>S</p>	<p>Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills and statistical analysis</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>

<p>Country of Birth</p>	<p>S</p>	<p>Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills and statistical analysis</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>
<p>Student's Gender</p>	<p>P</p>	<p>Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills, enrolment, registration, and school's administration.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>
<p>Student's Mother's tongue - English or Irish?</p>	<p>P</p>	<p>Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>
<p>Student's Unique I.D. Number (generated by PPOD)</p>	<p>P</p>	<p>Processed for the purpose of identification of Student</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>

<p>Student's Attendance Data - attendance, absences, and reasons for absences records</p>	<p>P</p>	<p>Processed under secondary legalisation / Education (Welfare) Act 2000, for educational progress, social, physical, emotional needs, so as to enable the student to reach their full potential.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>
<p>Safeguarding Information in relation to Student</p>	<p>S</p>	<p>Processed for the purpose of the safety and welfare of the student</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>
<p>Student's Home Telephone number</p>	<p>P</p>	<p>Processed for the purpose of communication, enrolment, and school's administration.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>'Consent'</p>
<p>Student's School Email address</p>	<p>P</p>	<p>Processed for the purpose of communication, enrolment, and school's administration.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legitimate Interest</p>
<p>Student's Current Primary School</p>	<p>P</p>	<p>Processed to aid the performance of the functions conferred under enactment of secondary legalisation by the Department of Education & Skills & admission of the</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>

		student to the school.		
Student's Previous Schools attended	P	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills & admission of the student to the school.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Student's Behavioural Information including any exclusion information where relevant.	P	Processed in relation to the safety and welfare of students, so as to meet educational progress, social, physical and emotional needs, to enable the student reaching their full potential.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Parent / Guardian's Name	P	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills, enrolment, and school's administration.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'

Parent / Guardian's Address	P	Processed for the purpose of communication.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Parent / Guardian's Postal Code	P	Identification, and for the performance of the functions conferred under enactment for Garda Vetting	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation' & 'Consent' in relation to Garda Vetting
Mother's Maiden Name (Department Requirement)	P	Processed in the performance of the functions conferred under enactment of secondary legalisation by the Department of Education & Skills, enrolment, and school's administration.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Parent / Guardian's Home Number	P	Processed for purpose of communication and point of contact in emergency situations, enrolment, and school's administration.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Parent / Guardian's Mobile Number	P	Processed for purpose of communication and point of contact in emergency situations, enrolment, and	Record to be retained until student reaches 18 years + 7 years.	'Consent'

		school's administration.		
Parent / Guardian's Work Phone No.	P	Processed for the purpose of establishing contact with parent or guardian at their place of work in an emergency situation where contact with other provided contact numbers have failed.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Parent / Guardian's E-mail Address	P	Processed for purpose of communication, enrolment, and school's administration.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Guardian's Relationship to Child	P	Processed to aid the performance of the functions conferred under enactment of secondary legislation by the Department of Education & Skills, enrolment, and school's administration.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
No of Children in Family	P	To assess and strategically plan for the educational needs and requirements of the family.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Position of child in Family	P	To assess and strategically	Record to be retained	'Consent'

		plan for the educational needs and requirements of the family.	until student reaches 18 years + 7 years.	
Name of Emergency Contact (other than Parents)	P	Processed as a point of contact in cases of emergency where parent /guardian is not contactable	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Telephone number of Emergency Contact	P	Processed as a point of contact in cases of emergency where parent /guardian is not contactable	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Address of Emergency Contact	P	Purpose of verification of identification of the 'other emergency contact person' should he /she makes contact with the school or exercise their 'Data Subject's Rights'	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Emergency Contact Person's Relationship to student	P	Student's Health & Welfare - Relationship to student may arise in relation to 'Consent' in emergency situation where contact cannot be established with parents / guardian.	Record to be retained until student reaches 18 years + 7 years.	'Consent'

Signature of Emergency Contact Person	P	Provision of student's safety as well as welfare and compliance with the GDPR - 'Consent'	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Details of any orders or custody arrangements in place governing access to or custody of the child	S	Provision of student's safety and welfare	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Name of any Sister(s) in the school	P	To assess the parent's knowledge of the school's educational system and establish the level of information or assistance that may be require with the introduction of the child into the school.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Health and Medical History indicate any medical issue that School needs to be aware of (health checks, physical and mental health care, or allergies.)	S	Processed for the safety, health / welfare of student's educational needs , including those with a disability or other special educational requirements, are both identified and provided for.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Doctor's Name	P	Contact, Communication and sharing of	Record to be retained until student	Vital Interests

		details with other emergency services in case of a medical emergency	reaches 18 years + 7 years.	
Doctor's Number	P	Contact, Communication and sharing of details with other emergency services in case of a medical emergency	Record to be retained until student reaches 18 years + 7 years.	Vital Interest'
Name of Doctor's Practice	P	Contact, Communication and sharing of details with other emergency services in case of a medical emergency	Record to be retained until student reaches 18 years + 7 years.	Vital Interest'
Exemption from Irish	S	This information is processed under secondary legislation to establish the educational needs of students with a disability or other special educational needs.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation' in relating to establish educational needs. 'Consent' in relation to the 'October Returns'.
If child possesses an exemption, circumstances for the granting of such exemptions	S	This information is processed under secondary legislation to establish the educational needs of students with a disability or	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation' in relating to establish educational needs. 'Consent' in relation to

		other special educational needs.		the 'October Returns'.
Details of any learning support / resource in provided in primary school	S	Processed under secondary legislation to establish the educational needs of students with a disability or other special educational need.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
where a student received learning support / resource in primary School details of subject's support was provided for.	S	This information is processed under secondary legislation in relation to medical card eligibility for statistical and policy purposes and indicators in relation to the classification of DES schools.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Details of any educational psychological assessment available. (if applicable, a copy of the report is required to be submitted with the application form)	S	Processed under secondary legislation to establish the educational needs of students with a disability or other special educational need	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation' in relating to establish educational needs. 'Consent' in relation to the 'October Returns'.
Details of any English as an additional language (EAL) support provided.	P	This information is processed under secondary legislation in relation to medical card eligibility for	Record to be retained until student reaches 18 years + 7 years.	'Consent'

		statistical and policy purposes and indicators in relation to the classification of DES schools.		
Class Year	P	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and for administration purposes	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Medical Card. (Parent / Guardian / Student)	S	This information is processed under secondary legislation in relation to medical card eligibility for statistical and policy purposes and indicators in relation to the classification of DES schools.	Record to be retained until student reaches 18 years + 7 years.	'Consent'
Is your child a member of the Travelling Community? Not obligatory	S	Processed under secondary legislation. The Department requires such data in relation to allocation of appropriate resources to schools to meet the individual	Record to be retained until student reaches 18 years + 7 years.	Consent''

		needs of the children		
Ethnic or Cultural Background of Student	S	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.	Record to be retained until student reaches 18 years + 7 years.	Consent''
Record of Academic Progress of Student	P	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Record of Significant achievements	P	Processed to aid additional teaching, financial supports, educational, social, physical, and emotional needs, while also monitoring educational progress, of student in reaching their full potential.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Previous academic record (including reports, references, assessments, and	P	Processed under secondary legislation by the Department	Record to be retained until student reaches 18	Legal Obligation'

<p>other records from any previous school(s) attended by the student)</p>		<p>of Education and Skills for the assessment of the school's efficiency and effectiveness of its operations.</p>	<p>years + 7 years.</p>	
<p>Record of disciplinary in issues / investigations and or sanctions imposed</p>	<p>P</p>	<p>Processed for the purpose of ensuring quality and effectiveness in teaching within the school and recording individual students' behaviour, investigations, sanctions imposed, appeals etc,</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>
<p>Record of any serious injuries / accidents etc.</p>	<p>P</p>	<p>Processed for the purpose of safety and welfare of students and Staff, insurance as well as compliance with the health and safety authority regulations.</p>	<p>Record to be retained until student reaches 18 years + 7 years. Or until any legal proceedings are completed.</p>	<p>Legal Obligation'</p>
<p>Name & Address of Student repeating the Leaving Certificate</p>	<p>P</p>	<p>Identification in relation to the performance of the functions conferred under the secondary legalisation, enrolment, registration, school's administration etc.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>Legal Obligation'</p>

External Candidates' signature when sitting examinations	P	This information is processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Examination Candidates Number	P	Processed under secondary legislation, such as identification of the student, their answer book, envelope, map, drawing or sheet of squared paper used etc.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Student's Photograph	S	Processed to aid the performance of the functions conferred under secondary legislation by the Department of Education & Skills, administration, Insurances and purpose of identification of student.	Record to be retained until student reaches 18 years + 7 years.	Legitimate Interest' in relation to identification and 'Consent' in relation to other purposes
Student's Academic Year, Subjects & Examination Results	P	Processed under secondary legislation, to monitor their progress, subject choices, educational	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'

		progress, social, physical, and emotional needs, so as to enable the student to reach their full potential.		
Records of reports to State Departments and or other agencies under mandatory reporting legislation and or child safeguarding guidelines (Subject to DES Child Protection Procedures)	S	Processed under enactment of secondary legislation by the Department of Education and Skills, Child Protection Procedures for Primary and Post-Primary Schools 2017 and Children First legislation.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
In cases of a school transfer application details of other schools applied to and reasons for transfer application	P	Processed under secondary legislation by the Department of Education and Skills along with the school records, administration, and compliance with the school's admissions policy.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Details of any investigation at current school in cases of a school transfer application	P	Processed under secondary legislation, and assessment of their progress, subject choices, educational progress, social, physical, and	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'

		emotional needs, with the aim of reaching their full potential.		
Date of Leaving School	P	Only applicable to early school leavers for the purpose of retention policy and statistical analysis	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
Reason for Student Leaving School early	P	Processed for statically and research purposes in respect of early school leavers	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'
CCTV Recording	P	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, to deter crime and anti-social behaviour, to assist in the investigation, detection and prosecution of offences, to monitor areas in which cash and or goods are handled, to deter bullying and or harassment, to maintain good order and ensure the school's code	CCTV recordings / images retained for 130 days, unless otherwise required as part of a criminal investigation or court proceedings.	Legitimate Interest'

		of behaviour is respected, to provide a safe environment for all Staff, and students, for verification purposes and for dispute-resolution, particularly in circumstances where there is a dispute as the facts and the recordings may be capable of resolving that dispute, for the taking and defence of litigation, as well as for the purpose of creating 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.		
Garda Vetting Outcome Record	S	This information is processed for the purpose of vetting persons carrying out relevant work with children or vulnerable persons.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation'

<p>Ethnicity or cultural background</p>	<p>S</p>	<p>Processed under secondary legalisation assisting policy, support of minority groups, monitoring, evaluations, allocation of capitation, or collection of data on Roma as required by EU and UN.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>'Consent'</p>
<p>Counselling & Pastoral Care Records</p>	<p>S</p>	<p>Processed in compliance with 'Legal Obligations', student's vital, best interests. behavioural, motivational, emotional, cognitive difficulties, assessment and therapeutic intervention etc.</p>	<p>Record to be retained until student reaches 18 years + 7 years.</p>	<p>'Consent' & 'Legal Obligation'</p>
<p>Parent / Guardian's Financial Information</p>	<p>P</p>	<p>Processed for grant applications / payments, receipt of monies (e.g. Course fees, school trips etc). Data retained for audit and verification purposes.</p>	<p>Record to be retained or 7 years for revenue purposes.</p>	<p>Legal Obligation'</p>
<p>Parent / Guardian's Signature</p>	<p>P</p>	<p>This information is processed for the purpose of authentication and validation of</p>	<p>Record to be retained or 7 years for revenue purposes.</p>	<p>Legal Obligation'</p>

		the signed form/document.		
School's Registers / Roll Books	P	Recording student's attendance in school.	Indefinitely, archived two years after class leaves.	Legal Obligation'
Enrolment Forms	P & S	Recording Students Application including required personal and special category of data.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Student's Transfer Forms	P & S	Recording Students Application for transfer to the school including required personal and special category of data.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Disciplinary notes	P	Recording incidents relating to disciplinary proceedings in relation to a student(s).	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Absence notes for illness/appointments	S	Recording periods of absence, appointments, or illness of students.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)	P	Recording students' achievements in tests and examinations etc.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation

End of term/year reports	p	Recording students' achievements at the end of a term or year.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Records of school tours/trips, including permission slips, itinerary reports	p	Recording students' attendance on school tours / trips including permission and itinerary reports.	For so long as the purpose exists.	Legal obligation
Scholarship applications	p	Recording students' scholarship applications.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Special Education Needs' files, reviews, correspondence, and Individual Education Plans	S	Recording students' special educational needs, files, reviews, correspondence, and individual educational plans.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Child protection records	S	Recording student's child protections issues or requirements where applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Section 29 appeal records	P & S	Recording details of a student Section 29 appeal and outcome.	Record to be retained for 2 years at least then at school's discretion as needed.	Legal obligation
Enrolment / transfer forms where child is	P	Records of student's	2 years at least then at	Legal obligation

not enrolled or refused enrolment		application forms who have been refused enrolment within the school.	school's discretion as needed.	
Records of complaints made by parents / guardians	P	Records of complaints by parents / guardians in relation to students within the school.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Autism diagnostic history	S	Processed in compliance with 'Legal Obligations', student's vital, best interests. behavioural, motivational, emotional, cognitive difficulties, assessment and therapeutic intervention etc.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
Other relevant diagnostic reports (psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis,)	S	Processed in compliance with 'Legal Obligations', student's vital, best interests. behavioural, motivational, emotional, cognitive difficulties, assessment and therapeutic intervention etc.	Record to be retained until student reaches 18 years + 7 years.	Legal obligation
ASD School Transition Report	S	Processed in compliance with 'Legal Obligations',	Record to be retained until student reaches 18	Legal obligation

		student's vital, best interests. behavioural, motivational, emotional, cognitive difficulties, assessment and therapeutic intervention etc.	years + 7 years.	
ASD Statement of Needs	S	Processed in compliance with 'Legal Obligations', student's vital, best interests. behavioural, motivational, emotional, cognitive difficulties, assessment and therapeutic intervention etc.	Record to be retained until student reaches 18 years + 7 years.	lawful basis
Letter of recommendation for admission into an Autism classroom Programme	S	The information requested on this application form is required in order to process your application for admission to the school	The information will be retained for an appropriate period to address any potential queries arising from the application process or added to the student's school file for successful applicants.	Consent / Legal Obligation

<p>Documentary evidence of diagnosis with Autistic Spectrum Disorder.</p>	<p>S</p>	<p>The information requested on this application form is required in order to process your application for admission to the school</p>	<p>The information will be retained for an appropriate period to address any potential queries arising from the application process or added to the student's school file for successful applicants.</p>	<p>Consent / Legal Obligation</p>
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Appendix "B"

Employee's Personal and Special Category Data Purpose of Processing

Category	Personal(P) / Special (S)	Purpose of Processing	Duration of Retention of Data	Lawful Basis for Processing Personal Data
<p>Employee's Forename & Surname</p>	<p>P</p>	<p>Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.</p>	<p>Retain for duration of employment plus 7 years.</p>	<p>'Contract'</p>
<p>Employee's Address</p>	<p>P</p>	<p>Processed in relation the secondary school</p>	<p>Retain for duration of employment plus 7 years.</p>	<p>'Contract'</p>

		legalisation, Revenue regulations and the management / administration of school.		
Employee's PPS Number	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Contract'
Employee's Phone Number	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Legitimate Interest'
Employee's E-mail Address	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Legitimate Interest'
Employee's Teaching and other Professional Qualifications	P	Processed in relation the secondary school legalisation,	Retain for duration of employment plus 7 years.	'Contract'

		Revenue regulations and the management / administration of school.		
Employee's Education Qualifications	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Contract'
Employee's Contract Type	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Contract'
Details of Employee's Posts Holder	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Contract'
Employee's previous Teaching Experience	P	Processed in relation the secondary school legalisation, Revenue	Retain for duration of employment plus 7 years.	'Legitimate Interest'

		regulations and the management / administration of school.		
Teacher's Council Registration Number	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	Contract'
List of Employee's Sectors Registered with Teaching Council	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	Contract'
List of employee's subjects registered with the Teaching Council	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Contract'
Employee's Number of Hours Teaching	P	Processed in relation the secondary school legalisation, Revenue regulations and	Retain for duration of employment plus 7 years.	'Contract'

		the management / administration of school.		
Details of Key Skills	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Legitimate Interest'
Details of completion of TUSLA Children First Training	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Legitimate Interest'
Details of any current 'Career Break' (as applicable)	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Legitimate Interest'
Details of retirement from teaching service (as applicable)	P	Processed in relation the secondary school legalisation, Revenue regulations and the	Retain for duration of employment plus 7 years.	'Legitimate Interest'

		management / administration of school.		
Health Records	S	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	Contract'
Employee's References	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Legitimate Interest'
Employee's Probation Letters / Forms	S	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for duration of employment plus 7 years.	'Legitimate Interest'
Employee's details of approved absences such as leave, job sharing, career break, maternity leave, Parental leave	S	Processed in relation the secondary school legalisation, Revenue regulations and the management /	Retain for duration of employment plus 7 years.	'Legitimate Interest'

		administration of school.		
Employee's details of Paternity Leave	P	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for 2 years following retirement/resignation or the duration of employment plus 7 years.	'Legal Obligation'
Employee's details of Force Majeure leave, Carers Leave,	S	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Must be kept for 8 years - Parental Leave Act 1998 or the duration of employment plus 7 years.	'Legal Obligation'
Employee's Record of Sickness Absence Records / Certificates	S	Processed in relation the secondary school legalisation, Revenue regulations and the management / administration of school.	Retain for 7 years unless sickness absence relates to an accident/ injury/ incident sustained in relation to duties within the school, in which case they are not destroy until case is completed.	'Legal Obligation'
Employee's records of Working Time Act (attendance hours, holidays, breaks)	S	Processed in relation the secondary school legalisation, Revenue regulations and the management /	Retain for duration of employment plus 7 years. There is a statutory requirement to retain for 3 years.	'Legal Obligation'

		administration of school.		
Particulars of allegations and Complaints, Grievance and Disciplinary Records.	S	Processed in relation to the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills	Retain for duration of employment plus 7 years.	Legal Obligation'
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)	S	Department of Education & Skills, Revenue, Board of Management, Principal, School Management, Administration	Retain for 7 years unless assessment relates to an accident/ injury/ incident sustained in relation to duties within the school, in which case, they are not destroy until case dealt with	Contract'
Employee's records of Medical assessments or referrals	S	Processed in relation to the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills	Retain for 7 years unless assessment relates to an accident/ injury/ incident sustained in relation to duties within the school, in which case, they are not destroy until case dealt with	Contract'
Employee's Pension calculation, Pensions Increases, Salary Claim forms	P	Processed in relation to the secondary school legalisation by the Department	Duration of employment + 7 years or for the life of employee/former employee plus + 7 years	'Legal Obligation'

		of Education and Skills and Revenue regulations concerning Pay, Pensions etc.		
Returns identifying individual staff	P	Processed in relation to the secondary school legalisation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.	If it relates to pay/pension/benefits of staff, kept indefinitely	'Legal Obligation'
CCTV Recording	S	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, to deter crime and anti-social behaviour, to assist in the investigation, detection and prosecution of offences, to monitor areas in which cash and or goods are handled, to deter bullying and or	CCTV recordings / images will not be retained for longer than 30 days, unless required as part of a criminal investigation or court proceedings (criminal or civil)	'Legitimate Interest'

		harassment, to maintain good order and ensure the school's code of behaviour is respected, to provide a safe environment for all Staff, and students, for verification purposes and for dispute-resolution, particularly in circumstances where there is a dispute as the facts and the recordings may be capable of resolving that dispute, for the taking and defence of litigation, as well as for the purpose of creating 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.		
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<p>Financial records (payroll, taxation)</p>	<p>P</p>	<p>Processed in relation to functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>	<p>Revenue Commissioners require that records be kept for at least six years after the end of the tax year.</p>	<p>'Legal Obligation'</p>
<p>Invoices / back-up records / receipts</p>	<p>P</p>	<p>Processed in relation to functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>	<p>Retain for 7 years</p>	<p>'Legal Obligation'</p>
<p>Records of Posts of Responsibility</p>	<p>P</p>	<p>Processed in relation to functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>	<p>Retain indefinitely on master file as it relates to pay/pension etc.</p>	<p>'Contract'</p>
<p>Records of Calculation of Service,</p>	<p>P</p>	<p>Processed in relation to functions</p>	<p>Retain indefinitely on master file</p>	<p>'Legal Obligation'</p>

<p>Promotions / POR Board Assessment Report Files</p>		<p>conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>		
<p>Records of Promotions/ Board Assessment Report Files</p>	<p>S</p>	<p>Processed in relation to functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>	<p>Retain for duration of employment plus 7 years.</p>	<p>'Legal Obligation'</p>
<p>Post of Retention Documents</p>	<p>P</p>	<p>Processed in relation to functions conferred under enactment of secondary legislation by the Department of Education and Skills and Revenue regulations concerning Pay, Pensions etc.</p>	<p>Retain for duration of employment plus 7 years.</p>	<p>'Legal Obligation'</p>
<p>Name of staff member who checked Birth Certificate of Student in relation to the</p>	<p>P</p>	<p>Processed for the performance of the functions conferred under enactment of</p>	<p>Retain for duration of employment plus 7 years.</p>	<p>'Legitimate Interest'</p>

imputing of the personal data into PPOD		secondary legalisation by the Department of Education and Skills.		
Criminal Convictions	S	Processed for the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills and Child Protection	Retain for duration of employment plus 7 years.	'Legal Obligation'
Details of any investigation by the Gardai, HSE or employer in relation to substantiated complaints in relation to the treatment of children.	S	Processed for the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills and Child Protection	Retain for duration of employment plus 7 years.	'Legal Obligation'
Details of any allegations of criminal conduct or wrongdoing towards a minor	S	Processed for the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills and Child Protection	Retain for duration of employment plus 7 years.	'Legal Obligation'
Details of any material circumstances in respect of	S	Processed for the performance of the functions	Retain for duration of employment plus 7 years.	'Legal Obligation'

conduct which touched / touches on the welfare of a minor		conferred under enactment of secondary legalisation by the Department of Education and Skills and Child Protection		
Former Employee's Forename & Surname	P	Processed for the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills.	Retain for duration of employment plus 7 years.	'Contract'
Former Employee's Address	P	Processed for the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills.	Retain for duration of employment plus 7 years.	Contract'
Records of any serious injuries / accidents etc	S	Processed for the performance of the functions conferred under enactment of secondary legalisation by the Department of Education and Skills. And Insurance purposes	Retain for duration of employment plus 7 years.	'Legal Obligation'

Records of reports made to State departments and/or other agencies under mandatory reporting legislation and/or child safeguarding guidelines.	S	Processed for the purpose of the safety and welfare of the student	Record to be retained until student reaches 18 years + 7 years.	'Legal Obligation'
Employee's Signature	P	Processed in relation to the purpose of authentication and validation of the signed form/document.	Record to be retained for the duration that the relevant form signed is required to be retained.	'Contract'
Covid-19 related special category personal data - such as Covid-19-Diagnosis, Recommendation to self-isolate, recommendation to restrict movements, or advised to cocoon by OHS	S	The main purpose for the processing of this special category personal data is for your employer to process an application for special Leave with pay.	Application forms and accompanying documents will be retained for duration of employment plus 7 years	'Legal Obligation'
CVs of unsuccessful external candidates	P	Processed for the purpose of appeals and or requests for interview feedback from candidates.	Retained for 18 months from close of competition (12 months from close of competition plus 6 months to allow for the Equality Tribunal to inform the school that a claim is being taken).	Legitimate Interests
Database of applications	P	Processed for the purpose of interviewing candidates.	Retained for 18 months from close of competition (12 months from close of	Legitimate Interests

			competition plus 6 months to allow for the Equality Tribunal to inform the school that a claim is being taken).	
Unsolicited applications for jobs	P	Processed for the purpose of consideration in the event of employment vacancies.	Retained for 18 months from close of competition (12 months from close of competition plus 6 months to allow for the Equality Tribunal to inform the school that a claim is being taken).	Legitimate Interests
Panel recommendation by interview board	P	Processed for the purpose of interviewing and selection of candidates.	Retained for 18 months from close of competition (12 months from close of competition plus 6 months to allow for the Equality Tribunal to inform the school that a claim is being taken).	Legitimate Interests
Staff's applications, C.V's, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc.	P	Processed for the purpose of interviewing and selection of candidates.	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)	Legitimate Interests
Recruitment medical	S	Processed for the purpose of interviewing and selection of candidates.	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)	Legitimate Interests

Carers leave	P	Processed for the purpose of submitting of and dealing with the application.	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)	Legitimate Interests
Allegations / Complaints	P	Processed for the purpose of verification and investigation of complaints.	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served).	Legal Obligation'
Grievance and Disciplinary records	P	Processed for the purpose of verification and investigation of complaints or breaches of discipline.	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served).	Legal Obligation'
Confirmation of National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 including Garda Vetting Disclosures.	P & S	Processed for the purpose of legal requirement of Garda Vetting.	Retain for duration of employment plus 12 months.	Legal Obligation'
Occupational Health Records	S	Recorded for employment purposes	Re sick leave scheme (1 in 4 rule) ref DES C/L 0060/2010 Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school).	Legal Obligation'
Accident/injury at work reports	S	Recorded for Insurance and claims purposes.	Retain for 10 years, or the duration of the employment plus 7 years, whichever is the greater.	Legal Obligation'

Records of previous service (incl. correspondence with previous employers)	P	Recorded for pay and pension purposes.	DES advise that these should be kept indefinitely.	Legal Obligation'
Pension calculation	P	Keeping of financial records, and revenue requirements.	Duration of employment + 7 years or for the life of employee/former employee plus + 7 years, whichever is the longer.	Legal Obligation'
Pension increases (notification to Co. Co.)	P	Keeping of financial records, and revenue requirements.	Duration of employment + 7 years or for the life of employee/former employee plus + 7 years (whichever is the longer)	Legal Obligation'
Salary claims forms	P	Keeping of financial records, and revenue requirements.	Duration of employment + 7 years or for the life of employee/former employee plus + 7 years (whichever is the longer)	Legal Obligation'
Payroll and taxation	P	Keeping of financial records, and revenue requirements.	Revenue records be kept for six years after the end of the tax year.	Legal Obligation'
Invoices/back-up records/receipts	P	Keeping of financial records, and revenue requirements.	Revenue records be kept for six years after the end of the tax year.	Legal Obligation'
Record of Personal grievances	S	Processed for the purpose of verification and investigation of complaints or breaches of discipline.	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served).	Legal Obligation'

Appendix "C"

Personal Data of Board of Management, Trustees, Patrons, and Parents Association

Category	Personal(P) / Special (S)	Purpose of Processing	Duration of Retention of Data	Lawful Basis for Processing Personal Data
Name & Address of Board of Management	P	Processed for the performance of secondary legislation to enable the Board of Management to operate in accordance with the Education Act 1998 and administration purposes.	Indefinitely	'Legal Obligation'
Contact Details of Members of the Board of Management	P	Processed for the performance of secondary legislation to enable the Board of Management to operate in accordance with the Education Act 1998 and administration purposes.	Indefinitely	'Legal Obligation'
Name, Address & Contact Details of Former Members of the Board of Management	P	Processed for the performance of secondary legislation to enable the Board of Management to operate in accordance with the Education Act 1998 and administration purposes.	Indefinitely	'Legal Obligation'
Record in Relation to the Appointment to	P	Processed for the performance of secondary legislation to	Indefinitely	'Legal Obligation'

the Board of Management		enable the Board of Management to operate in accordance with the Education Act 1998 and administration purposes.		
Minutes of Board of Management meetings and correspondence to the Board.	P	Processed for the performance of secondary legislation to enable the Board of Management to operate in accordance with the Education Act 1998 and administration purposes.	Indefinitely	'Legal Obligation'
Trustee's Name & Address	P	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, Administration, Financial Records and Revenue	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)	'Legal Obligation'
Trustee's Contact Details	P	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, Administration, Financial Records and Revenue	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)	'Legal Obligation'
Patron's Name & Address	P	Processed for the performance of the functions conferred	Retain for duration of employment	'Legal Obligation'

		under enactment of secondary legislation by the Department of Education and Skills, Administration, Financial Records and Revenue	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)	
Patron's Contact Details	P	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills, Administration, Financial Records and Revenue	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)	'Legal Obligation'
Parent's Association Name & Address	P	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills and administration purposes	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)	'Legal Obligation'
Parent's Association Contact Details	P	Processed for the performance of the functions conferred under enactment of secondary legislation by the Department of Education and Skills administration purposes	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)	'Consent'

Appendix “D”

Donors and Creditor’s Personal Data and Purpose of Processing

Category	Personal(P) / Special (S)	Purpose of Processing	Duration of Retention of Data	Lawful Basis for Processing Personal Data
Charitable Donor's Name & Address	P	For the purpose of the school entitlement to avail of the scheme of tax relief from donations they receive as well as keeping of Financial Accounts / Revenue Requirements.	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)	'Legal Obligation'
Charitable Donor's Contact Details	P	For the purpose of the school entitlement to avail of the scheme of tax relief from donations they receive as well as keeping of Financial Accounts / Revenue Requirements.	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)	'Legal Obligation'
Charitable Donor's PPS and Tax Rate Details and Gross amount of the donation	P	For the purpose of the school entitlement to avail of the scheme of tax relief from donations they receive as well as keeping of Financial	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	'Legal Obligation'

		Accounts / Revenue Requirements.	served on the school)	
Charitable Donor's Signature	P	For the purpose of the school entitlement to avail of the scheme of tax relief from donations they receive as well as keeping of Financial Accounts / Revenue Requirements.	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)	'Legal Obligation'
Creditor's Name & Address	P	Processed for the purpose of administration and management of the school's financial affairs, including the payment of invoices, keeping of accounts, audits, and Revenue requirement.	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)	'Legal Obligation'
Creditor's Contact Details	P	Processed for the purpose of administration and management of the school's financial affairs, including the payment of invoices, keeping of accounts, audits, and Revenue requirement.	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)	'Legal Obligation'
Creditor's PPS	P	Processed for the purpose of administration	Retain for duration of employment plus	'Legal Obligation'

Number & Tax Details		and management of the school's financial affairs, including the payment of invoices, keeping of accounts, audits, and Revenue requirement.	7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)	
Creditor's Bank Details and Finance Payment Records, Revenue Particulars	P	Processed for the purpose of administration and management of the school's financial affairs, including the payment of invoices, keeping of accounts, audits, and Revenue requirement.	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)	'Legal Obligation'

Appendix "E"

Covid-19 Related Personal Data and Purpose of Processing

Category	Personal(P) / Special (S)	Purpose of Processing	Duration of Retention of Data	Lawful Basis for Processing Personal Data
Name	P	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Address	P	This information is processed in relation to the	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data

		provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.		Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Details of Attendance (date, times) and any contact tracing related details.	P	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Telephone number	P	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Health Information or concerns re symptoms or diagnosis of Covid-19 virus	S	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Details of any close contact of a confirmed	S	This information is processed in relation to the	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data

or suspected case of Covid-19		provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.		Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
If advised by Dr to Cocoon	S	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
If advised by Dr to self-isolate	S	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Position of Employment	P	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Confirmation of completion of Return-to-	P	This information is processed in relation to the	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data

Work induction Covid-19 training		provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.		Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Travel Details	P	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.
Signature of Person	P	This information is processed in relation to the provision of healthcare and the management of public health issues in relation to the Covid-19 Pandemic.	Record to be retained for 4 weeks.	Article 9(2)(i) of the GDPR, Section 53 of the Data Protection Act 2018, Safety, Health, and Welfare at work Act 2005 (as amended) in respect of the Covid-19 Pandemic.

Appendix "F"

Scheme for sponsorship of their childcare fees to enable them to remain in Education or Training

Category of Personal Data	Personal / Special Category Data	Purpose for Processing	Duration	Lawful Basis	
Parent's Name	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Parent's Address	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Parent's Email Address	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees	Record to be retained until student reaches	Legal Obligation	BOM, Principal, Admin, Department Education & Skills,

		to enable them to remain in education or training as applicable.	18 years + 7 years.		Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Parent's Phone Number	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Parent's Data of Birth	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.

Parent's Date of Birth	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Parent's PPSN	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Parent's Signature	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme

					Admin, and Pobal.
Child's Full Name	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Child's Data of Birth	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Child's PPSN	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children,

		education or training as applicable.			Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Child's educational Status	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Referral Officer's Name	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.

Referral Officer's Address	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Referral's Officer's Phone Number	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.
Referral's Officer's Email Address	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme

					Admin, and Pobal.
Referral's Officer's Signature	P	Personal data is processed to refer a parent under 18 to a scheme for sponsorship of their childcare fees to enable them to remain in education or training as applicable.	Record to be retained until student reaches 18 years + 7 years.	Legal Obligation	BOM, Principal, Admin, Department Education & Skills, Department Children, Equality, Disability, Integration & Youth, National Childcare Scheme Admin, and Pobal.