Coláiste Pobail Bhaile Lotrail
Luttrellstown Community College
Coláiste na Tulchann

Príomhoide: Siobhán Moran

Bóthar Bhaile an Phoirtéaraigh, Cluain Saileach, Baile Átha Cliath 15, D15 DY29.
Porterstown Road, Clonsilla, Dublin 15, D15 DY29.

fón *phone:* 01 8228060
rphost *email:* info@luttrellstowncc.ie

www.luttrellstowncc.ie

Uimhir Charthanais Chláraithe *Registered Charity Number:* 20083526

APPLICATION FORM FOR ADMISSION to First Year Luttrellstown CC 2027/2028

FOIRM IARRATAIS d'IONTRÁIL ar an gCéad Bhliain i gCP Bhaile Lotrail - 2027/2028

This application form is for LCC, CNT & Laochra

Is foirm iarratais í seo ar LCC,CNT &Laochra

This is an application form for admission to first Year and does not constitute an offer of a place, implied or otherwise: Use of the word 'student' throughout this Application Form does not imply that the person on whose behalf this application is being made is regarded as a having been accepted as a student of Luttrellstown Community College.

Is foirm iarratais í seo le haghaidh iontrála sa Chéad Bhliain agus ní hionann sin agus tairiscint áite, tabhairt le tuiscint go mbeidh áit á tairiscint ná aon rud eile. Ní hionann go bhfuiltear ag úsáid an fhocail 'Dalta' san Fhoirm Iarratais agus go bhfuil glactha leis an té go bhfuiltear ag déanamh iarratas thar a c(h)eann mar dhaltai gColáiste Pobail Bhaile Lotrail.

Completed applications for admission to 1st year will be accepted from: ***Glacfar le hiarratais chomhlánaithe ar an gCéad Bhliain ó:***	**Thursday, October 1st 2026** ***Déardaoin, 1 Deireadh Fómhair 2026***
The closing date for receipt of applications for admission to 1st year is: ***Is é an dáta deiridh a nglacfar le hiarratais ar an gCead Bhliain ná:***	**Thursday, October 22nd 2026** ***Déardaoin, 22 Deireadh Fómhair 2026***

All Application Forms and accompanying documentation should be delivered in person to main office. Applications by email or post are not accepted.

Ba chóir Foirmeacha Iarratais ar fad agus cáipéisíocht atá ag gabháil leo a fhágáil isteach chuig an bpríomhoifig. Ní ghlacfar le hiarratais trí phost ná rphost.

Admissions Administrator
Luttrellstown Community College
Porterstown Road
Clonsilla
Dublin 15
D15 DY29

FOR OFFICE USE ONLY / *D'ÚSÁID OIFIGE AMHÁIN*

Date Received / *Dáta Faighte:* _____	**School Stamp /** *Stampa na Scoile:*

Please complete all sections of this form using BLOCK CAPITALS Úsáid BLOCLITREACHA agus na codanna ar fad sa bhfoirm iarratais á gcomhlánú

Please ensure you return the following documents to the school to complete the application:

Cinntigh go gcuireann tú na cáipéisí seo a leanas ar ais chuig an scoil chun an t-iarratas a thabhairt chun críche: **Recent proof of address (two distinct registered utility bills for the address dated within the last three months and in the name of the parent(s)/guardian(s) will be accepted).**

An original birth-certificate (together with a copy).

If applying for the Special Class, a Relevant Report completed within the previous 24 months, containing the mandatory elements set out in the Admission Policy.

If applying for the Special class, documentation from the NCSE (National Council for Special Education) confirming that the student is known to the NCSE and has the required diagnosis and recommendation for a special class.

SECTION 1 - PROSPECTIVE STUDENT DETAILS CUID 1 – SONRAÍ DALTA IONCHASACH

Details of the young person for whom this application is being made:
Sonraí an duine óig ar a bhfuiltear ag déanamh an iarratais seo thar a c(h)eann:

First Name: Céadainm:	
Middle Name: Dara hainm:	
Surname: Sloinne:	
Address: Seoladh an Dalta:	

Eircode: Éirchód:									
PPSN: UPSP:									

SECTION 2 - DETAILS OF PARENT/GUARDIAN
CUID 2 – SONRAÍ TUISMITHEORA/CAOMHNÓRA

This section is <u>NOT</u> required to be completed where the student is over 18 unless s/he wishes the school to communicate with his/her parent/guardian about this application instead of directly with the student. The information is sought for the purposes of making contact about this application. If more than one name is given but the address is the same, only one letter will issue and will be addressed to both individuals.

	Parent/ Guardian Tuismitheoir / Caomhnóir 1	**Parent/ Guardian** Tuismitheoir / Caomhnóir 2
Prefix: (e.g. Mr. / Mrs. / Ms. etc) Réimír: (e.g. An tUasal/Uasal/Bean		
First Name: Céadainm:		
Surname: Sloinne:		
Address: Seoladh:		
Eircode: Éirchód:		
Telephone number: Uimh. Ghutháin:		
Email address: Seoladh Ríomhphoist:		
Relationship to Student: Gaol leis an dalta:		

SECTION 3 – STUDENT CODE OF BEHAVIOUR CUID 3 – CÓD IOMPAIR NA nDALTAÍ

Please confirm that the Student Code of Behaviour is acceptable to you as a parent/guardian and that you shall make all reasonable efforts to ensure compliance of same by the student if s/he secures a place in the school. Please note that the Code of Behaviour can be found at www.luttrellstowncc.ie or from the school office.

Deimhnigh, mar thuismitheoir/caomhnóir, go nglacann tú le Cód Iompair na nDaltaí agus go ndéanfaidh tú gach iarracht réasúnta lena chinntiú go gcloífidh an dalta leis an gcód má éiríonn leis/léi áit a fháil sa scoil. Tabhair ar aird gur féidir an Cód Iompair a fháil ar www.luttrellstowncc.ie nó ó oifig na scoile.

I _____ confirm that the Code of Behaviour for the school is acceptable to me as the student's parent/guardian and I shall make all reasonable efforts to ensure compliance by the student if s/he secures a place in the school.

Deimhnímse _____ , mar thuismitheoir/caomhnóir an dalta, go nglacaim le Cód Iompair na nDaltaí agus go ndéanfaidh mé gach iarracht réasúnta lena chinntiú go gcloífidh an dalta leis an gcód má éiríonn leis/léi áit a fháil sa scoil.

SECTION 4 – SELECTION CRITERIA FOR ADMISSION IN THE EVENT OF OVERSUBSCRIPTION CUID 4 – CRITÉIR ROGHNÚCHÁIN D'IARRATAS SA CHÁS GO BHFUIL RÓ-IARRATAS I gCEIST

This information will assist in determining whether the student meets the admission requirements for the mainstream year group in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Luttrellstown Community College.

Note: if the application is being made for the special class **only**, this section does not have to be completed. However, if the application is being made for the special class **and/or** the mainstream, this section **and** the next section must be completed.

Note: if the application is being made for the Aonad Lán-Ghaeilge class **only**, this section does not have to be completed. However, if the application is being made for the Aonad Lán-Ghaeilge **and/or** the English mainstream, this section **and** the Aonad Lán-Ghaeilge section must be completed.

*Tabhair faoi deara: má tá an t-iarratas á dhéanamh don Aonad Lán-Ghaeilge **amháin**, ní gá an chuid seo a chomhlánú. Mar sin féin, má tá an t-iarratas á dhéanamh don t-Aonad Lán-Ghaeilge **agus/nó** don phríomhshruth, ní mór an chuid seo **agus** an chuid don Aonad Lán-Ghaeilge a chomhlánú.*

A. If the student currently has any siblings in this school, please indicate their names and current year of study. ***Má tá siblíní leis an dalta sa scoil faoi láthair, tabhair a n-ainmneacha agus an bhliain ina bhfuil siad faoi láthair.***

(i) Name: Ainm:		**Year:** Bliain:	
(ii) Name: Ainm:		**Year:** Bliain:	
(iii) Name: Ainm:		**Year:** Bliain:	

(iv) Name: Ainm:		**Year:** Bliain:	

B. Please provide the name of the parent/guardian of the student where they are a member of staff of the school. ***Le do thoil, tabhair ainm thuismitheoir/chaomhnóir an Dalta, más ball d'fhoireann na scoile é/í.***

Fulll Name: Ainm Iomlán:	

C. Please confirm the student's address for the purpose of determining whether s/he resides in the catchment area. Please note t recent proof of address will be required in support of this. (Only registered utility bills for the address, dated within the last thr months and in the name of the parent(s)/guardian(s) will be accepted.)

Deimhnigh seoladh an dalta le do thoil chun críche an gcónaíonn sé/sí i gceantar na scoile nó nach gcónaíonn a chinntiú. Tabhair ar a go bhfuil cruthúnas ar sheoladh baile le déanaí de dhíth chun tacú leis seo. (Ní ghlacfar ach le billí fóntais cláraithe don seoladh ar a bhfuil dáta laistigh den trí mhí seo caite agus ainm an tuismitheora (na dtuismitheoirí/caomhnóir(í) orthu.]

Address: Seoladh:	

D. Please provide details of the primary school attended by the student. ***Tabhair sonraí maidir leis an mBunscoil ar fhreastail an dalta uirthi.***

School Name: Ainm na Scoile:	
School Address: Seoladh na scoile:	

Please confirm that the students attended this primary school for all of 5th class (and is now in 6th class in this school). Please be advised that the primary school will be asked for confirmation of same

Deimhnigh le do thoil gur fhreastail an dalta ar an mbunscoil seo ar feadh rang a 5 ina iomlaine (agus go bhfuil sé anois i rang a 6 sa scoil seo). Tabhair faoi deara go n-iarrfar ar an mbunscoil dearbhú a thabhairt maidir leis sin.

***Yes** / Tá* ☐ ***No** / Níl* ☐

E. If the student has previously had any siblings in this school, please indicate their names and years of attendance. ***Má bhí siblíní leis an dalta sa scoil roimhe seo, tabhair a n-ainmneacha agus na blianta a d'fhreastail siad ar an scoil.***

(i) Name: Ainm:		**Year(s):** Bliain(Blianta):	

(ii) Name: Ainm:		**Year(s):** Bliain(Blianta):	
(iii) Name: Ainm:		**Year(s):** Bliain(Blianta):	

F. Please provide the student's date of birth and current class and school, in order to establish whether the student will be 12 years of age by the 31st December of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school. Please note that an original birth certificate (along with a copy) will be required in support of this.

Tabhair dáta breithe an dalta agus an rang agus an scoil reatha, le fáil amach an mbeidh an dalta 12 bhliain d'aois faoin 31 Eanáir den bhliain acadúil a bhfuil sé/sí ag déanamh iarratais ar chlárú sa Chéad Bhliain, tar éis rang a sé (nó a chomhionann) a chríochnú sa bhunscoil. Tabhair faoi deara go mbeidh teastas breithe fada bunaidh (mar aon le cóip) ag teastáil chun tacú leis seo.

Date of Birth: Dáta Breithe:	
Current Primary School: Bunscoile Reatha:	
Current Class/Year: Rang/Bliain Reatha:	

SECTION 5 – SPECIAL CLASS - LAOCHRA CUID 5 – RANG SPEISIALTA - LAOCHRA

The special class in Luttrellstown Community College teaches students who have complex/severe educational needs arising from one the following diagnoses: Autism Spectrum Disorder.
Please ONLY complete if you are applying for the special class.

Please confirm if this application is being made for:
(Tick this box if you are applying for a

The special class only: ☐ ***OR*** **The special class** *and/or* **the mainstream year group:** ☐ *place in the mainstream class even if there are no places in the special class.)*

Where the student is seeking a place in the special class, please provide details below of the complex/severe educational need(s) of the student. **A Relevant Report, containing the mandatory elements set out in the Admission Policy, completed within the last 24 months, must also be provided to the school with this Application Form so as to be considered for admission to the special class. (If the student has been in a special class in primary school, the Relevant Report is not required to have been completed within the last 24 months.)**

Please set out the details of complex/severe special educational need/s of the student:

SECTION 5A – SELECTION CRITERIA FOR ADMISSION TO THE SPECIAL CLASS IN THE EVENT OF OVERSUBSCRIPTION

This information will assist in determining whether the student meets the admission requirements for the special class in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Luttrellstown Community College Please **ONLY** complete if you are applying for the special class.

A. If the student is currentlyenrolled in the school.

Yes */ Tá* ☐ ***No*** */ Níl* ☐

B. If the student currently has any siblings in this school, please indicate their names and current year of study.

(i) Name:		**Year:**	
(ii) Name:		**Year:**	
(iii) Name:		**Year:**	

C. Please provide the name of the parent/guardian of the student where they are a member of staff of the school.

Fulll Name:	

D. Please confirm the student's address for the purpose of determining whether s/he resides in the catchment area. Please note t recent proof of address will be required in support of this. (Only registered utility bills for the address, dated within the last thr months and in the name of the parent(s)/guardian(s) will be accepted.)	
Address:	

E. Please provide details of the primary school attended by the student.	
School Name:	
School Address:	

F. If the student has previously had any siblings in this school, please indicate their names and years of attendance.			
(i) Name:		Year(s):	
(ii) Name:		Year(s):	
(iii) Name:		Year(s):	
(iv) Name:		Year(s):	
(v) Name:		Year(s):	

G. Please provide the student's date of birth and current class and school, in order to establish whether the student will be 12 years of age by the 31st December of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school. Please note that an original birth certificate (along with a copy) will be required in support of this.	
Date of Birth:	

Current Primary School:	
Current Class/Year:	

SECTION 6 – AONAD LÁN-GHAEILGE (IRISH MEDIUM AONAD) COLÁISTE NA TULCHANN

An t-Aonad Lán-Ghaeilge is where some or all subjects are delivered through the medium of Irish. ***Cuirtear cuid de na h-ábhair nó na hábhair ar fad ar fáil trí mheán na Gaeilge san Aonad Lán-Ghaeilge.***

Please ONLY complete if you are applying for the Aonad Lán-Ghaeilge.
Ná comhlánaigh ACH sa chás go bhfuil tú ag déanamh iarratais ar an Aonad Lán-Ghaeilge.

Please confirm if this application is being made for:
Deimhnigh go bhfuiltear ag déanamh an iarratais seo ar:

Coláiste na Tulchann, An t-Aonad Lán-Ghaeilge only:
Coláiste na Tulchann, An tAonad Lán-Ghaeilge amháin:

OR */ NÓ*

Coláiste na Tulchann, An t-Aonad Lán-Ghaeilge *or* **the English Medium Stream:**
Coláiste na Tulchann, An tAonad Lán-Ghaeilge nó an Sruth Béarla:

SECTION 6A – SELECTION CRITERIA FOR ADMISSION TO THE AONAD LÁN-GHAEILGE IN THE EVENT OF OVERSUBSCRIPTION

CUID 6A – CRITÉIR ROGHNÚCHÁIN MAIDIR LE HIONTRÁIL SAN AONAD LÁN-GHAEILGE SA CHÁS GO MBEIDH RÓ-ÉILEAMH AIR

This information will assist in determining whether the student meets the admission requirements for the Aonad Lán-Ghaeilge in accordance with the order of priority as set out in the applicable section of Part B of the Admission Policy for Luttrellstown Community College.

Cuideodh an fhaisnéis seo le cinneadh a dhéanamh maidir le cé acu an sásaíonn an dalta na riachtanais iontrála don Aonad Lán-Ghaeilge de réir an oird tosaíochta faoi mar atá leagtha amach sa mhír chuí de Chuid B de Pholasaí Iontrála Choláiste Phobail Bhaile Lotrail.

A. If the student currently has any siblings in this school, please indicate their names and current year of study. ***Má tá siblíní leis an dalta sa scoil faoi láthair, tabhair a n-ainmneacha agus an bhliain ina bhfuil siad faoi láthair.***

(i) Name: Ainm:		**Year:** Bliain:	
(ii) Name: Ainm:		**Year:** Bliain:	
(iii) Name: Ainm:		**Year:** Bliain:	

(iv) Name: Ainm:		**Year:** Bliain:	

B. Please provide the name of the parent/guardian of the student where they are a member of staff of the school. ***Le do thoil, tabhair ainm thuismitheoir/chaomhnóir an Dalta, más ball d'fhoireann na scoile é/í.***

Fulll Name: Ainm Iomlán:	

C. Please confirm the student's address for the purpose of determining whether s/he resides in the catchment area. Please note t recent proof of address will be required in support of this. (Only registered utility bills for the address, dated within the last thr months and in the name of the parent(s)/guardian(s) will be accepted.)

Deimhnigh seoladh an dalta le do thoil chun críche an gcónaíonn sé/sí i gceantar na scoile nó nach gcónaíonn a chinntiú. Tabhair ar a go bhfuil cruthúnas ar sheoladh baile le déanaí de dhíth chun tacú leis seo. (Ní ghlacfar ach le billí fóntais cláraithe don seoladh ar a bhfuil dáta laistigh den trí mhí seo caite agus ainm an tuismitheora (na dtuismitheoirí/caomhnóir(í) orthu.]

Address: Seoladh:	

D. Please provide details of the primary school attended by the student.

Tabhair sonraí maidir leis an mBunscoil ar fhreastail an dalta uirthi.

School Name: Ainm na Scoile:	
School Address: Seoladh na scoile:	

E. If the student has previously had any siblings in this school, please indicate their names and years of attendance. ***Má bhí siblíní leis an dalta sa scoil roimhe seo, tabhair a n-ainmneacha agus na blianta a d'fhreastail siad ar an scoil.***

(i) Name: Ainm:		**Year(s):** Bliain(Blianta):	
(ii) Name: Ainm:		**Year(s):** Bliain(Blianta):	

(iii) Name: Ainm:		**Year(s):** Bliain(Blianta):	
(iv) Name: Ainm		**Year(s):** Bliain(Blianta):	
(v) Name: Ainm		**Year(s):** Bliain(Blianta):	

F. Please provide the student's date of birth and current class and school, in order to establish whether the student will be 12 years of age by the 31st December of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school. Please note that an original birth certificate (along with a copy) will be required in support of this.

Tabhair dáta breithe an dalta agus an rang agus an scoil reatha, le fáil amach an mbeidh an dalta 12 bhliain d'aois faoin 31 Eanáir den bhliain acadúil a bhfuil sé/sí ag déanamh iarratais ar chlárú sa Chéad Bhliain, tar éis rang a sé (nó a chomhionann) a chríochnú sa bhunscoil. Tabhair faoi deara go mbeidh teastas breithe fada bunaidh (mar aon le cóip) ag teastáil chun tacú leis seo.

Date of Birth: Dáta Breithe:	
Current Primary School: Bunscoile Reatha:	
Current Class/Year: Rang/Bliain Reatha:	

IMPORTANT INFORMATION

- **You are required to submit:**
  (i) Recent proof of address – two distinct registered utility bills in relation to the address, dated within the last three months and in the name of the parent(s)/guardian(s).
  (ii) If applying for the Special Class, a Relevant Report completed within the applicable timeframe, containing the mandatory elements set out in the Admission Policy. If applying for the Special Class, documentation from the NCSE (National Council for Special Education) confirming that the child is known to the NCSE and has the required diagnosis and recommendation for a Special Class, in addition to a Relevant Report.
- **All of the information that you provide in this Application Form is taken in good faith. If it is found that any of the information is incorrect, misleading or incomplete, the application may be rendered invalid.**
- **Incomplete applications will not be processed by the school, in line with the Admission Policy.**
- **Please understand that it is your responsibility to inform the school of any change in contact information or circumstances relating to this application.**
- **For information regarding how personal data is processed by the school and DDLETB, please see overleaf.**

Please sign below to demonstrate that you have read and understood this information.

NOTE: Should the student receive a place in Luttrellstown Community College, there is no guarantee that the student will be assigned his/her selected subject choice due to resource issues and/or restrictions on the numbers of students per class.

EOLAS TÁBHACHTACH

- **Ní mór duit a leanas a sheoladh ar aghaidh:**
  (i) Cruthúnas ar sheoladh baile le déanaí - ní ghlacfar ach le billí fóntais cláraithe don seoladh ar a bhfuil dáta laistigh den trí mhí seo caite agus ainm an tuismitheora / na dtuismitheoirí / chaomhóra / na gcaomhnóirí orthu.
  (ii) Má tá iarratas á dhéanamh ar an Rang Speisialta, Tuarascáil Ábhartha, ina bhfuil na heilimintí éigeantacha atá leagtha amach sa Pholasaí Iontrála a críochnaíodh laistigh den tréimhse ama is infheidhme. Má tá iarratas á dhéanamh ar an Rang Speisialta, doiciméad ó NCSE (Comhairle Náisiúnta na gCéimeanna Speisialta) a fhíorú go bhfuil an dalta ar eolas ag na NCSE agus go bhfuil an diagnóis agus an moladh riachtanach aige/aici do chlass speisialta.
- **Glactar leis an bhfaisnéis ar fad a chur tú ar fáil sa bhfoirm iarratais seo de mheon macánta. Má fhaightear amach go bhfuil aon chuid den fhaisnéis míchruinn, míthreorach nó neamhiomlán, d'fhéadfadh an t-iarratas a bheith neamhbhailí mar thoradh air sin.**
- **Ní phróiseálfar iarratais neamhchomhlíonta a fuarthas ag an scoil, faoi réir Pholasaí Iontrála na Scoile.**
- **Tuig le do thoil gur ortsa atá an fhreagracht an scoil a chur ar an eolas maidir le haon athrú a thagann ar fhaisnéis teagmhála nó maidir le haon athrú ar chúinsí a bhainfeadh leis an iarratas seo.**
- **Chun eolas a fháil maidir le mar a dhéanann an scoil agus BOOACDL do chuid sonraí a phróiseáil, féach an chéad leathanach eile.**

Sínigh thíos chun a léiriú go bhfuil an t-eolas seo léite agat agus go dtuigeann tú é.

NÓTA: Sa chás go n-éiríonn leis an dalta áit a fháil i gColáiste Pobail Bhaile Lotrail, níl aon ghealltanas ann go sannfar rogha ábhar roghnaithe an dalta air/uirthi de bharr saincheisteanna acmhainne agus/nó srianta maidir le líon na ndaltaí in aghaidh an ranga.

(Parent / Guardian 1)
(*Tuismitheoir / Caomhnóir 1*)

(Date)
(Dáta)

(Parent / Guardian 2)
(*Tuismitheoir / Caomhnóir 2*)

(Date)
(Dáta)

(Student [where over 18])

(Date)
(Dáta)

OFFICE USE ONLY / ÚSÁID OIFIGE AMHÁIN	
Date Application Received: Dáta a bhfuarthas an t-iarratas:	
Checked by: Seiceáilte ag:	
Date entered on School Database: Dáta a cuireadh i mBunachar Sonraí na Scoile é:	
Entered by: Curtha isteach ag:	

DATA PROTECTION

The Board of Management of Luttrellstown Community College is a committee of DDLETB, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24 which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for DDLETB can be contacted at dataprotection@ddletb.ie The personal data supplied on this Application Form and the accompanying documentation sought is required for the purpose of:

- **Verification of identity and date of birth;**
- **Verification and assessment of admission criteria;**
- **Allocation of teachers and resources to the school; and**
- **School administration,** all of which are tasks carried out pursuant to various statutory duties to which DDLETB is subject.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in, or as part of, this Application Form may be communicated internally within DDLETB and externally with the NCSE and for the purpose of determining the applicability of the selection criteria and/or allocating places in special classses, and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted by section 9 of the (Admissions to Schools) Act 2018. It may also be shared with Tusla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

The personal data provided in this Application Form will be kept for 7 years from the date on which the student turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with DDLETB's Data Retention Policy, which can be found at www.ddletb.ie.

A copy of the full DDLETB Data Protection Policy is available at www.luttrellstowncc.ie or from the school office.

Any person who provides personal data through this Application Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where DDLETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

COSAINT SONRAÍ

Is coiste de BOOACDL , 1 Geata Tuain, Cearnóg Belgard Thoir, Tamhlacht, BÁC 24 Bord Bainistíochta Choláiste Pobail Bhaile Lotrail agus is rialtóir sonraí é faoi na Rialacháin Ghinearálta maidir le Cosaint Sonraí agus faoin Acht um Chosaint Sonraí 1988 - 2018. Is féidir teagmháil a dhéanamh leis an Oifigeach Cosanta Sonraí ag dataprotection@ddletb.ie Tá na sonraí pearsanta a chuirtear ar fáil ar an bhFoirm Iarratais seo agus sa cháipéisíocht atá ag gabháil leis de dhíth chun críocha:

- **Sainiúlacht agus dáta breithe a fhíorú;**
- **Measúnacht agus critéir iontrála a fhíorú;**
- **Múinteoirí agus acmhainní a leithdháileadh ar an scoil; agus**
- **riaracháin na Scoile,** ar tascanna iad ar fad de bhun dualgais reachtúla éagsúla atá BOOACDL faoi réir.

Má chliseann ort faisnéis den chineál sin a chur ar fáil d'fhéadfadh an t-iarratas a bheith neamhbhailí mar thoradh air sin agus d'fhéadfaí nach ndéanfaí áit a thairiscint.

Is féidir na sonraí pearsanta a thugtar sa bhFoirm Iarratais seo, nó atá mar pháirt den Fhoirm Iarratais seo, a chur in iúl go hinmheánach laistigh de BOOACDL agus go seachtrach leis an gComhairle Náisiúnta um Oideachas Speisialta (CNOS) [NCSE] agus/nó an tSeirbhís Náisiúnta Síceolaíochta Oideachais (SNSO) [NEPS] chun críocha infheidhmeachta na gcritéar roghnúcháin a chinntiú agus/nó áiteanna a leithdháileadh i ranganna speisialta, agus d'fhéadfaí sin a dhéanamh leis an bpátrún nó le bord bainistíochta scoileanna eile chun iontráil éifeachtúil daltaí a éascú, de bhun alt 66(6) den Acht Oideachais 1998 arna chur isteach le halt 9 den Acht Oideachais (Ligean isteach i Scoileanna) 2018. Féadfar é a roinnt freisin le Seirbhísí Tacaíochta Oideachais Tusla chun cabhrú leis an scoláire le deiseanna oideachais agus oiliúna, de réir alt 28 den Acht Oideachais (Leas) 2000.

Coinneofar na sonraí pearsanta a chuirtear ar fáil sa bhFoirm Iarratais seo ar feadh 7 mbliana ón dáta a mbeidh an dalta 18 bliana d'aois, mura bhfuil ceanglas reachtúil ann cuid nó gach gné de na sonraí a choinneáil ar feadh tréimhse níos faide nó ar feadh tréimhse gan teorainn, mar atá leagtha amach i mBeartas Coinneála Sonraí BOOACDL, is féidir sin a fháil ar www.ddletb.ie

Is féidir cóip iomlán de Bheartas Coinneála Sonraí BOOACDL a fháil ag www.luttrellstowncc.ie nó ó oifig na scoile.

Tá sé de cheart ag duine ar bith a chuireann sonraí pearsanta ar fáil tríd an bhFoirm Iarratais seo iarratas a dhéanamh chun rochtain a fháil ar na sonraí sin. Ta sé de cheart aige/ aici freisin iarratas a dhéanamh faisnéis ar bith atá mícheart go fíorasach a athrú. Is féidir leis an ábhar sonraí iarratas a dhéanamh chun na sonraí a scriosadh nó is féidir sin a dhéanamh thar ceann an ábhair sonraí ach ní ghéillfear chuige seo ach amháin sa chás nach bhfuil na sonraí de dhíth chun na críocha ar bailíodh iad agus sa chás nach bhfuil bunús dlí ag BOOACDL iad a choinneáil.

Má tá gearáin agat mar ábhar sonraí maidir le próiseáil do chuid sonraí pearsanta, tá sé de cheart agat gearán a chur ar aghaidh chuig an gCoimisiún um Chosaint Sonraí.