

St. Patrick's National School Privacy Notice for Parents/Guardians and Students

Introduction

St. Patrick's National School is committed to protecting the privacy and personal data of all students, parents, and guardians. This notice explains how we collect, use, store, and share your personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018.

What Data We Collect

We collect and process the following categories of personal data:

For Students:

- Name, address, date of birth, PPS number
- Parent/guardian contact details
- Academic records (e.g., grades, test results, teacher observations)
- Attendance records
- Behavior and disciplinary records
- Special Educational Needs (SEN) information, including Individual Education Plans (IEPs) or Student Support Plans (SSPs)
- Medical information (e.g., allergies, medications)
- Psychological assessments and reports (e.g., from OT, SLT, or external agencies)
- Photographs or videos (e.g., for school events, promotional materials)

For Parents/Guardians:

- Names, addresses, and contact details
 - Payment records (e.g., for school fees, activities)
 - Correspondence with the school
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Why We Collect Your Data

We process personal data for the following purposes:

1. **Education Provision:** To deliver a high standard of education and ensure student welfare.
 2. **Legal Obligations:** To comply with statutory requirements, such as:
 - Reporting to TUSLA (e.g., attendance and child protection concerns)
 - Department of Education data submissions (e.g., POD system)
 - Safeguarding obligations under *Children First Act 2015*
 - *Certain data may be shared with the HSE for the purpose of the School Health Programme. The legal basis for this is:*
 - i. *GDPR Article 6:*
 1. *Processing is necessary for compliance with a legal obligation to which the controller is subject;*
 - ii. *GDPR Article 9:*
 1. *Processing is necessary for the purposes of preventative medicine, medical diagnosis, the provision of health treatment or the management of health systems and services on the basis of law; and*
 2. *Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health on the basis of law.*
 - iii. *Infectious Diseases (Amendment) (No. 2) Regulations 2024;*
 - iv. *Health (Provision of information for Health Examination and Treatment Service) Regulations 2024.*
 3. **Health and Safety:** To protect student health and respond to medical emergencies.
 4. **Parent Communication:** To inform parents/guardians about school activities, updates, or issues relating to their child.
 5. **School Operations:** To manage enrollments, attendance, and school events.
 6. **Security:** To ensure the safety of students, staff, and visitors.
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How We Share Your Data

We may share personal data with the following parties where necessary:

- **TUSLA:** For child welfare or attendance reporting.
- **Department of Education:** For school compliance and reporting via systems like POD and Aladdin.
- **Secondary Schools:** When transferring student records upon graduation.
- **Health Professionals:** With your consent, to support educational or medical needs.
- **External Agencies:** Such as An Garda Síochána (only where legally required).

- **IT Providers:** For secure storage and management of data (e.g., Aladdin, Google Workspace).
 - **HSE:** Certain pupil data may be shared with the HSE for the purpose of the School Health Programme.
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How Long We Keep Your Data

We retain personal data based on statutory and operational requirements:

- **Student Records:** Retained until the student is 25 years old.
 - **Child Protection Records:** Retained indefinitely, as per safeguarding guidelines.
 - **Attendance Records:** Retained for 6 years after the student leaves.
 - **Test Results:** Retained indefinitely for archival purposes.
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Your Rights Under GDPR

Under GDPR, you have the following rights regarding your personal data:

1. **Right to Access:** Request a copy of your personal data.
2. **Right to Rectification:** Request corrections to inaccurate or incomplete data.
3. **Right to Erasure:** Request deletion of your data (subject to legal and operational constraints).
4. **Right to Restrict Processing:** Limit how your data is used in certain circumstances.
5. **Right to Object:** Object to processing for specific purposes (e.g., use of photographs).
6. **Right to Data Portability:** Receive your data in a machine-readable format.

To exercise your rights, contact the school's Data Controller at the details below.

How We Protect Your Data

We implement robust security measures to safeguard personal data, including:

- Secure storage in locked cabinets or password-protected digital systems.
 - Limited access to sensitive data by authorised personnel only.
 - Regular training for staff on GDPR compliance.
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Contact Details

If you have any questions or concerns about how we handle your data, or to exercise your rights under GDPR, please contact:

Data Controller: The Board of Management

Address: St. Patrick's National School, Calry, Co. Sligo F91 DP48

Email: principal@calryns.ie or secretary@calryns.ie

Phone: 071-9144288
