



## Gaelscoil Mhainistir na Corann

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### General Data Protection Regulation (GDPR) Policy

**1. Introduction** Gaelscoil Mhainistir na Corann (School) is committed to ensuring that all personal data collected, processed, stored, and disposed of is handled in compliance with the General Data Protection Regulation (GDPR) and the Irish Data Protection Act 2018. This policy outlines how the School ensures the security and privacy of personal data.

**2. Scope** This policy applies to all staff, Board of Management members, volunteers, contractors, and any third parties who have access to personal data held by the School. It covers all personal data relating to pupils, parents/guardians, staff, and other individuals associated with the School.

**3. Data Protection Principles** The School adheres to the following principles of data protection as set out in the GDPR:

- 1. Lawfulness, Fairness, and Transparency:** Personal data is processed lawfully, fairly, and transparently.
- 2. Purpose Limitation:** Data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- 3. Data Minimization:** Data collected is adequate, relevant, and limited to what is necessary.
- 4. Accuracy:** Data is accurate and kept up-to-date. Inaccurate data is rectified or erased promptly.
- 5. Storage Limitation:** Data is kept in a form that permits identification of individuals for no longer than necessary.
- 6. Integrity and Confidentiality:** Data is processed securely to protect against unauthorized access, alteration, or loss.

**4. Legal Bases for Processing** The School processes personal data under the following legal bases:

- Consent: For activities where explicit consent is required, such as photos or marketing materials.
- Contractual Necessity: To fulfil contractual obligations, such as employment contracts.
- Legal Obligation: To comply with legal obligations, such as safeguarding requirements.
- Legitimate Interests: For activities necessary for the day-to-day operations of the School.

**5. Types of Data Collected** The School collects the following types of personal data:

- **Pupil Data:** Name, address, date of birth, PPS number, academic records, medical information, photos, videos and emergency contact details.
- **Parent/Guardian Data:** Contact details, financial information (where applicable), and correspondence records.
- **Staff Data:** Name, address, PPS number, qualifications, payroll information, and performance records.
- **Other Data:** CCTV footage, visitor logs, and contractor details.

**6. Data Retention** The School retains personal data only for as long as necessary to fulfil its purpose, as required by law or as outlined in the School's Data Retention Schedule.

**7. Rights of Individuals:** Individuals have the following rights under GDPR:

1. **Right to Access:** Obtain a copy of their personal data.
2. **Right to Rectification:** Request corrections to inaccurate or incomplete data.
3. **Right to Erasure:** Request deletion of data where applicable.
4. **Right to Restrict Processing:** Limit the processing of their data in certain circumstances.
5. **Right to Data Portability:** Receive their data in a structured, commonly used format.
6. **Right to Object:** Object to processing based on legitimate interests or direct marketing.
7. **Right to Withdraw Consent:** Withdraw consent at any time where processing is based on consent.
8. **Right to Complain:** Lodge a complaint with the Data Protection Commission (DPC).

**8. Data Security** The School implements appropriate technical and organizational measures to safeguard personal data, including:

- Secure storage of physical and electronic records.
- Controlled access to data, with permissions granted only to authorized individuals.
- Training for staff on data protection practices.
- Checklist completed annually by staff on GDPR compliance (appendix a)
- Restricted use of school devices only such as laptops and ipads to access school platforms & student data as per schools AUP policy.

**9. Data Breaches** In the event of a data breach, the School will follow its Data Breach Response Plan, which includes notifying the Data Protection Commission within 72 hours where required and informing affected individuals without undue delay.

**10. Third-Party Processors** The School ensures that all third-party service providers processing personal data on its behalf comply with GDPR requirements through their own GDPR policy that will be provided to the school.

**11. CCTV Usage** The School uses CCTV for security and safety purposes. Signage is displayed to inform individuals of recording. Footage is stored securely and accessed only by authorized personnel.

**12. Photos / Videos:** Parental or guardian consent will be obtained for the sharing of photos and videos. These consents will be collected via the Aladdin system. In certain cases, third-party providers may require specific consent, which will be sent to parents as necessary. Two distinct types of consent will be sought.

- **Seesaw:** Consent will be sought from parents/guardians for the sharing of photos and videos of children and their work through the secure and closed platform, Seesaw. Access to these images will be restricted to parents/guardians of children within the specific class. Parents are asked not to screenshot or share images from this platform.
- **Social Media and Third-Party Platforms:** The school will request explicit consent to allow the use of photos and videos for posting on social media platforms such as Twitter or Instagram. This consent may also cover the use of such content by the school or third parties in local or national news outlets.

**13. School Policy on Social Media Content:** In alignment with school policy, photos or videos shared on social media must adhere to the following guidelines:

- Images should not feature individual children.
- Children should not be identifiable.
- Photos should not include the faces of children.


**14. HSE School Health Programme:** These Regulations set out the information to be provided to the HSE by schools on foot of a request related to the School Health Programme examination and treatment service for pupils and/or immunisation under the National Immunisation Programme. Additional information can be found in Appendix B. The Regulations provide that when such a request is made by the HSE, the school must provide the following:

- the name, address, date of birth and sex of the pupil
- the mother's birth surname
- contact details including the name, phone number and email address of their parent/guardian
- the pupil's PPSN (if any)
- the name of the school which the pupil attends and the school roll number

**15. Policy Review** This policy will be reviewed annually by the Board of Management or sooner if required by changes in legislation or School practices.

**16. Contact Information** For queries related to this policy or data protection matters, please contact: Áine Ní Shuilleabháin, Gaelscoil Mhainistir na Corann, Bán Shéain, Mainistir na Corann, Co. Corcaí nó oifig@gsmnc.ie

**Approval** This policy was approved by the Board of Management on **06.02.2025** and is effective from this date.

Signature:   
Chairperson of the Board of Management

Date: 6-2-25

## Appendix A

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1.	<b>Déanfaidh mé cinnte go bhfuil pasfhocal ar mo ghléasanna oibre.</b> <i>I will ensure my work devices have a password.</i>	
2.	<b>Coimeádfaidh mé mo phasfhocal príobháideach agus athróidh mé é gach 6 mhí.</b> <i>I will keep my password secure and change the password every 6 months (Reminder to be sent).</i>	
3.	<b>Cuirfidh mé mo ghléas faoi ghlas nuair nach bhfuil sé in úsáid. ( Am lóin, am sosa srl )</b> <i>I will ensure my devices are locked when unattended (Am sosa, am lóin etc).</i>	
4.	<b>Ní úsáidfidh mé mo ghléasanna pearsanta d'obair phearsanta seachas nuair atá géar gá.</b> <i>I will not use my personal devices in a professional capacity unless absolutely necessary.</i>	
5.	<b>Má tá orm mo ghléas pearsanta a úsáid ní shábhálfaidh mé aon phasfhocal scoile.</b> <i>If I do use personal devices, my password must not be saved or the 'remember me' function used.</i>	
6.	<b>Má tá orm mo ghléas pearsanta a úsáid chun pictiúir a thógaint, scríosfaidh mé iad láithreach.</b> <i>If I must use a personal device ,I will ensure where photos have been taken, they will be deleted as soon as it is used for their intended purpose.</i>	
7.	<b>Úsáidfidh mé ' BCC' nuair atá ríomhphoist ghrúpa á sheoladh.</b> <i>I will ensure where group emails are being sent , the BCC function must be used.</i>	
8.	<b>Ní scríosfaidh mé teachtaireachtaí idir an múinteoir agus tuismitheoir ó mo ríomhphost scoile nó Seesaw fiú nuair nach bhfuil an rang liom a thuilleadh. I will not delete parent – teacher correspondence on my school email or Seesaw, even when the class is no longer with me.</b>	
9.	<b>Ní úsáidfidh mé mo ríomhphost pearsanta chun naisc chuig an Scamall scoile a oscailt.</b> <i>I will not access links to schools Google Drive with my personal email.</i>	
10.	<b>Coimeádfaidh mé fillteáin mheasúnaithe agus aon doiciméid le heolas pearsanta na bpáistí faoi ghlas i gcomhad chaibinéad. I will keep Assessment folders and other documentation with students personal data in a secure &amp; locked filing cabinet when not in use.</b>	
11.	<b>Ní labhróidh mé faoi pháistí sa seomra foirne nó áiteanna poiblí eile.</b> <i>I will not discuss children in the staff room or other public spaces.</i>	
12.	<b>Labhróidh mé le Foireann Ceannaireachta na Scoile le haon bhuairt nó ceist bainteach le sárú GDPR.</b> <i>I will come to the School Leadership Team with any questions or concerns surrounding GDPR breaches.</i>	

Síniú

Dáta

## Appendix B



### **About the HSE's school health programme**

The HSE's National Healthy Childhood Programme is Ireland's universal programme of clinical care for all children. The service is free to all children in Ireland.

The programme helps to:

- create the best outcomes for children
- build the foundations for health over their lifetime

We offer routine health interventions to children. This aims to help children to stay well and to identify those who may need early intervention or other support.

A core component of this service is the school health programme in primary and post primary schools.

#### **What it includes**

The school health programme includes:

- eyesight and hearing screening
- vaccines
- school dental programme

#### **When it happens**

Screening and vaccines are usually offered in junior infants. (In Sligo, Leitrim and Donegal, the vaccines are given by your GP).

Additional vaccines are also offered in first year of post-primary school.

The school dental programme currently offers dental check-ups to children in certain classes in primary school.

#### **How it works**

A HSE school health team will contact your child's school to arrange a visit.

#### **Information needed**

By law, schools will be asked to share the following information with the HSE:

- your child's name, address, date of birth and sex
- mother's birth surname
- contact details for parent/guardian (including name, phone number and email address)
- the child's personal public service (PPS) number, if any

- the school's name and roll number

This information allows school public health nurses to plan their visit to the school. They can also follow up with families who do not return consent forms, providing additional support and information to make sure children do not miss out. This helps to make sure the programme reaches as many children as possible.

#### **Information and consent forms**

The school health team will provide information about screening and vaccine visits. They will give a consent form before any visits. Your child will usually carry these home in their school bag.

When you get the documents:

1. read the information
2. complete the consent form – these will usually ask if you do or do not consent
3. send the consent form back to the school – please return regardless of consent option chosen

The school team will check the consent forms. They will contact you if they have any questions.

We strongly recommend all children avail of the services provided by the school health programme. Parents and guardians have the choice to consent or not to consent to these services.

#### **More information**

For more information about the school health programme, click [here](#).



**mychild.ie**