



# Gaelscoil Dhroichead na Banndan

Cloch Mhic Shíomoin, Droichead na Banndan, Co Chorcaí  
Guthán 023 88 43378 | gaelnabanndan@eircom.net | www.gsbannan.ie

*Uimhir Rolla: 20025E*

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## Privacy Notice

**By virtue of registering your child with and your child attending Gaelscoil Dhroichead na Banndan you acknowledge that Gaelscoil Dhroichead na Banndan will process your personal data and that of your child details (including special category data).**

**This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it and about your rights.**

**For more information, see our Data Protection Policy available at Gaelscoil Dhroichead na Banndan**

### 1. Who We Are:

We are **Gaelscoil Dhroichead na Banndan**

Our address and contact details are Gaelscoil Dhroichead na Banndan, Cloch Mhic Shíomóin, Droichead na Banndan, Co. Chorcaí. 023-8843378

We provide primary education.

For more information on our Data Protection Policy contact the school office.

### 2. The information we collect about you

While your child is a student in **Gaelscoil Dhroichead na Banndan** we collect and use their personal data.

Personal data we collect includes details of identity and contact details; images / photos; family data; entry / registration data; previous schools; academic progress; PPS Number; special educational needs; nationality; language; religion; medical data; information on behavior and attendance; health, safety and welfare information; financial information (regarding fees, grants, scholarships etc); and other personal data.

Further details regarding the data we collect can be found in our Data Protection Policy.



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When you sign up, we collect the name, address, contact details and other information related to parents/guardians. We consult with parents/guardians and they are asked to give consent for certain things such as taking photographs, school trips etc.

### 3. How we use information and the legal basis

We use personal data for purposes including:

- your application for registration;
- to provide appropriate education and support;
- monitoring of academic progress;
- to take care of your child's health and welfare;
- to care for our staff and our students;
- processing applications for grants, fees and scholarships;
- co-ordinating, evaluating, financing and organizing education programs;
- in order to adhere to our legal obligations as an educational body;
- to meet our monitoring and reporting obligations with Government bodies,
- processing appeals, resolving disputes, and defending litigation etc.

Further information on the data we collect, why we collect it, how we use them, and the legal basis for the collection, can be found in our Data Protection Policy.

### 4. With whom do we share your data?

We share your personal data with third parties, including other Government bodies.

This includes the State Examinations Commission, Department of Education and Skills, CNOS, TUSLA, An Garda Síochána, HSE, Department of Social Protection, Revenue etc.



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The level of sharing and the nature of content shared depends on different factors. The Government bodies to whom we transfer your personal data will be used for their own specific purposes (including: verifying other information they already possess etc.) and they may also aggregate it with other information that they already have about yourself and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisers, etc.). We must in accordance with the law provide certain records relating to the progress of students in their education to the parents/guardians of the student, including examination results. Further information about who we shared your data can be found, when and in what circumstances and why, in our Data Protection Policy.

**5. We do not transfer your personal data to a third country or to an international organization.**

**6. We do not participate in automation decision-making/profiling.**

## **7. How long do we hold your data?**

Some personal data is only kept for a short period (for example, we will delete them at the end of the academic year as they are no longer needed). We have some data that we will hold for a longer period (for example, they are retained after your child completes his/her studies in Gaelscoil Dhroichead na Banndan or leaves the school for another reason). More information on the Retention periods can be found in our Data Protection Policy.

<b>Pupil-related</b>	<b>Retention Periods</b>
School register/roll books	Indefinitely
Enrolment forms	Hold until pupil is 25 years
Disciplinary notes	Never destroy
Test results – standardised	Hold until pupil is 25 years
Psychological assessments etc.	Never destroy
SEN files/IEPs	Never destroy
Accident reports	Never destroy
Child protection reports/records	Never destroy
S.29 appeals	Never destroy
<b>Interview Records</b>	<b>Retention Periods</b>
Interview Board Marking scheme Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken



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<b>Staff Records</b>	<b>Retention Periods</b>
Contract of employment Teaching Council registration Vetting records  Accident/Injury at work reports	Retention for duration of employment + 7 years  (6 years to make a claim against the school plus 1 year for proceedings to be served on school)
<b>BoM Records</b>	<b>Retention Periods</b>
BOM agenda and minutes CCTV recordings  Payroll & taxation  Invoices/receipts  Audited accounts	Indefinitely 28 days normally. In the event of criminal investigation – as long as is necessary  Revenue require a 6-year period after the end of the tax year  Retain for 7 years  Indefinitely

Why in certain circumstances does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age? The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6-year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The Statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time-barred.

## **8. You have the following statutory rights that may be exercised at any time:**

- a. Right to complain with a supervisory authority.
- b. Right of access.
- c. Right to correct inaccuracies.
- d. Right to be forgotten
- e. A right to restrict processing.
- f. The right to data portability.
- g. Right to object to automated decision making/profiling.

For more information on our Data Protection Policy contact the school office.

## **9. Contact**



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If you wish to discuss anything in this privacy notice, please contact the Principal at Gaelscoil

Droichead na Banndan

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