



# DATA PROTECTION POLICY

***Disclaimer:** This document is provided as a resource to assist schools. Using this resource is no substitute for undertaking an audit of data processing operations and tailoring this policy to reflect each school's activities, recipients, data processors etc.). While every effort has been made to ensure the accuracy of the information provided, schools are advised to exercise common sense, consult up to date circulars, legislation, case-law, and/or guidelines from relevant agencies. Where specific queries arise, schools are urged to obtain timely advice from their management body. Data protection and education law change all the time, so each school needs to keep its policies and practices up to date. This document does not constitute legal advice.*

## DATA PROTECTION POLICY

1	Purpose and Scope	2
2	Processing Principles	3
3	Lawful Basis for Processing Personal Data	3
4	Processing Activities Undertaken by the School	4
5	Recipients	5
6	Personal Data Breaches	6
7	Data Subject Rights	6
	Appendix 1. Implementing the Data Processing Principles	8
	1. Accountability	8
	2. Lawful Processing	9
	3. Consent	10
	4. Special Category Data	10
	5. Transparency	10
	6. Purpose Limitation	11
	7. Data Minimisation	11
	8. Storage Limitation	12

---

<b>9. Integrity and Confidentiality</b>	12
Appendix 2. Categories of Recipients	14
Appendix 3. Managing Data Subject Rights Requests, Including Access Requests	16
<b>1. Responding to rights requests</b>	18
<b>2. Format of Information supplied in fulfilling a request</b>	18
Appendix 4. Personal Data and related Processing Purposes	20
Appendix 5. Records Retention Schedule	27
Appendix 6. Reference sites	39
Appendix 7. Privacy Notice to Staff	40
Appendix 8. Privacy Notice to Students (and their parents/guardians)	43
Appendix 9. Website Privacy Statement	46
Appendix 10. Social Media Policy	55
Appendix 11. Mobile Phone Usage Policy	58

## **1 1 Purpose and Scope**

- 1.1 The purpose of this Data Protection Policy is to support the school in meeting its responsibilities with regard to the processing of personal data. These responsibilities arise as statutory obligations under the relevant data protection legislation. They also stem from our desire to process all personal data in an ethical manner which respects and protects the fundamental rights and freedoms of natural persons.
- 1.2 This policy aims to help transparency by identifying how the school expects personal data to be treated (or “processed”). It helps to clarify what data is collected, why it is collected, for how long it will be stored and with whom it will be shared.
- 1.3 The Irish *Data Protection Act (2018)* and the European *General Data Protection Regulation (2016)* are the primary legislative sources.<sup>1</sup> As such they impose statutory responsibilities on the school as well as providing a number of fundamental rights (for students, parents/guardians and staff and others) in relation to personal data.
- 1.4 The school recognises the seriousness of its data processing obligations and has implemented a set of practices to safeguard personal data. Relevant policies and procedures apply to all school staff, boards of management, trustees, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school).
- 1.5 Any amendments to this Data Protection Policy will be communicated through the school website and other appropriate channels, including direct communication with data subjects where this is appropriate. We will endeavour to notify you if at any time we propose to use Personal Data in a manner that is significantly different to that stated in our Policy, or, was otherwise communicated to you at the time that it was collected.
- 1.6 The school is a *data controller of personal data* relating to its past, present and future staff, students, parents/guardians and other members of the school community. Formally, the statutory responsibility of Controller is assigned to the Board of Management. The Principal is assigned the role of coordinating the implementation of this Policy and for ensuring that all staff who handle or have access to Personal Data are familiar with their responsibilities.

---

<sup>1</sup> The school is also cognisant of other legislation which relates to the processing of personal data, whether in manual or in electronic form. For example, the 2011 e-Privacy Regulations (S.I. No. 336 of 2011) provides statutory guidance with regard to certain data processing operations (e.g. direct marketing, cookie notifications on school website, etc.).

---

<b>Name</b>	<b>Responsibility</b>
Board of Management	Data Controller
Principal	Implementation of Policy
All Staff	Adherence to the Data Processing Principles
Entire School Community	Awareness and Respect for all Personal Data

## 2 Processing Principles

- 2.1 **Processing** is the term used to describe any task that is carried out with personal data, e.g. collection, recording, structuring, alteration, retrieval, consultation, erasure as well as disclosure by transmission, dissemination or otherwise making available. Processing can include any activity that might relate to personal data under the control of the school, including the storage of personal data, regardless of whether the records are processed by automated or manual means.
- 2.2 There are a number of fundamental principles, set out in the data protection legislation, that legally govern our treatment of personal data. As an integral part of its day to day operations, the school will ensure that all data processing is carried out in accordance with these processing principles.
- 2.3 These principles, set out under GDPR, establish a statutory requirement that personal data must be:
- (i) processed lawfully, fairly and in a transparent manner (**lawfulness, fairness and transparency**);
  - (ii) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (**purpose limitation**);
  - (iii) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (**data minimisation**);
  - (iv) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (**accuracy**);
  - (v) kept for no longer than is necessary for the purposes for which the personal data are processed<sup>2</sup>; (**storage limitation**);
  - (vi) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (**integrity and confidentiality**).
- 2.4 GDPR also establishes **Accountability** as a core data processing principle. This places a statutory responsibility on the school, as Data Controller, to be able to demonstrate compliance with the other principles i.e. the 6 data processing principles set out in the previous paragraph (2.3 above).

## 3 Lawful Basis for Processing Personal Data

- 2.1 Whenever the school is processing personal data, all of the principles listed in the previous section(s), must be obeyed. In addition, at least one of the following bases (GDPR, Article 6) must apply if the processing is to be lawful,
- (i) compliance with a legal obligation
  - (ii) necessity in the public interest
  - (iii) legitimate interests of the controller
  - (iv) contract
  - (v) consent
  - (vi) vital interests of the data subject.

---

<sup>2</sup> Data may be stored for longer periods if being processed for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes (subject to appropriate technical and organisational measures required to safeguard the rights and freedoms of the data subject).

- 
- 2.2 When processing **special category personal data**, the school will ensure that it has additionally identified an appropriate lawful basis under GDPR Article 9.<sup>3</sup> Special categories of personal data are those 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.

#### 4 Processing Activities Undertaken by the School

- 3.1 **Record of Processing Activities** This policy sets out the purposes for which the school collects and uses personal data for each of the various categories of data held (student, staff, parent, etc).

- 3.2 **Student Records** The purposes for processing student personal data include the following:<sup>4</sup>

- (i) to provide information prior to application/enrolment;
- (ii) to determine whether an applicant satisfies the school's admission criteria;
- (iii) to comprehend the educational, social, physical and emotional needs of the student;
- (iv) to deliver an education appropriate to the needs of the student;
- (v) to ensure that any student seeking an exemption from Irish meets the criteria;
- (vi) to ensure that students benefit from relevant additional educational or financial supports;
- (vii) to contact parents/guardians in case of emergency or in the case of school closure;
- (viii) to monitor progress and to provide a sound basis for advising students and parents/guardians;
- (ix) to inform parents/guardians of their child's educational progress etc.;
- (x) to communicate information about, and record participation in, school events etc.;
- (xi) to compile yearbooks, establish a school website, and to keep a record of the history of the school;
- (xii) to comply with legislative or administrative requirements;
- (xiii) to furnish documentation/ information about the student to the Department of Education and Skills, the State Exams Commission, the National Council for Special Education, TUSLA, and others in compliance with law and directions issued by government departments.

- 3.3 **Parent/Guardian Records** The school does not keep personal files for parents or guardians. However, information about, or correspondence with, parents may be held in the files for each student. This information shall be treated in the same way as any other information in the student file.

- 3.4 **Staff Records** As well as records for existing members of staff (and former members of staff), records may also relate to applicants applying for positions within the school, trainee teachers, substitute teachers and teachers under probation. The purposes for which staff personal data is processed include the following:

- (i) the management and administration of school business (now and in the future);
- (ii) to facilitate the payment of staff, and calculate other benefits/ entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant);
- (iii) to facilitate pension payments in the future;
- (iv) human resources management;
- (v) recording promotions made (documentation relating to promotions applied for) and changes in responsibilities etc.;
- (vi) to enable the school to comply with its obligations as an employer including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the *Safety, Health and Welfare at Work Act. 2005*);
- (vii) to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies;
- (viii) and for compliance with legislation relevant to the school.

---

<sup>3</sup> GDPR Article 9 sets out the lawful bases that apply to the processing of special categories of personal data.

<sup>4</sup> Appendix 5 sets out the type of personal data being processed by the school and the purposes for which this data is being processed. This list is likely to be subject to revision from time to time. For example, changes in curriculum or legislation may require adjustments in the personal data processing.

- 
- 3.5 **Board of Management Records** Board of Management records are kept in accordance with the Education Act 1998 and other applicable legislation. Minutes of Board of Management meetings record attendance, items discussed and decisions taken. Board of Management business is considered confidential to the members of the Board.
- 3.6 **Financial Records** This information is required for routine management and administration of the school's financial affairs, including the payment of fees, invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

## 5 Recipients

- 4.1 **Recipients** These are defined as organisations and individuals to whom the school transfers or discloses personal data. Recipients may be data controllers, joint controllers or processors. A list of the categories of recipients used by the school is provided in the appendices (Appendix 3). This list may be subject to change from time to time.

## 4.2 Data Sharing Guidelines

- (i) From time to time the school may disclose Personal Data to third parties, or allow third parties to access specific Personal data under its control. An example could arise should Gardai submit a valid request under Section 41(b) of the Irish Data Protection Act which allows for *processing necessary and proportionate for the purposes of preventing, detecting, investigating or prosecuting criminal offences*.
- (ii) In all circumstances where personal data is shared with others, the school will ensure that there is an appropriate lawful basis in place (GDPR Articles 6, 9 as appropriate). We will not share information with anyone without consent unless another lawful basis allows us to do so.
- (iii) Most data transfer to other bodies arises as a consequence of legal obligations that are on the school, and the majority of the data recipients are Controllers in their own right, for example, the Department of Education and Skills. As such their actions will be governed by national and European data protection legislation as well their own organisational policies.<sup>5</sup>
- (iv) Some of the school's operations require support from specialist service providers. For example, the school may use remote IT back-up and restore services to maintain data security and integrity. In cases such as these, where we use specialist data processors, we will ensure that the appropriate security guarantees have been provided and that there is a signed processing agreement in place.

## 6 Personal Data Breaches

- 5.1 **Definition of a Personal Data Breach** A personal data breach is defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

## 5.2 Consequences of a Data Breach

- (i) A breach can have a significant adverse effect on individuals, which can result in physical, material or non-material damage. This can include discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality etc. Children because of their age may be particularly impacted.
- (ii) In addition to any detrimental impact on individual data subjects, a data breach can also cause serious damage to the school. This can include reputational damage as well as exposing the school to other serious consequences including civil litigation.
- (iii) It should be noted the consequences of a data breach could include disciplinary action, criminal prosecution and financial penalties or damages for the school and participating individuals.<sup>6</sup>

---

<sup>5</sup> The Data Protection Policy of the Department of Education and Skills can be viewed on its website ([www.education.ie](http://www.education.ie)).

<sup>6</sup> The Data Protection Act 2018 established a number of offences whereby breaches of the Act can result in fines and/or imprisonment.

---

### 5.3 Responding to a Data Breach

- (i) The school will always act to prioritise and protect the rights of those individuals whose personal data is affected.
- (ii) As soon as the school becomes aware that an incident has occurred, measures will be taken to assess and address the breach appropriately, including actions to mitigate any possible adverse effects.
- (iii) Where the school believes that there is a risk to the affected individuals, the school will (within 72 hours of becoming aware of the incident) submit a report to the Data Protection Commission.
- (iv) Where a breach is likely to result in a high risk to the affected individuals, the school will inform those individuals without undue delay.

## 7 6. Data Subject Rights

6.1 **Your Rights** Personal Data will be processed by the school in a manner that is respectful of the rights of data subjects. Under GDPR these include<sup>7</sup>

- (i) the right to information
- (ii) the right of access
- (iii) the right to rectification
- (iv) the right to erasure (“right to be forgotten”)
- (v) the right to restrict processing
- (vi) the right to data portability
- (vii) the right to object
- (viii) the right not to be subject to automated decision making
- (ix) the right to withdraw consent
- (x) the right to complain.

6.2 **Right to be Informed** You are entitled to information about how your personal data will be processed. We address this right primarily through the publication of this Data Protection Policy. We also publish additional privacy notices/statements which we provide at specific data collection times, for example, our Website Data Privacy Statement is available to all users of our website. Should you seek further clarification, or information that is not explicit in our Policy or Privacy Statements, then you are requested to forward your query to the school.

6.3 **Right of Access** You are entitled to see any information we hold about you. The school will, on receipt of a request from a data subject, confirm whether or not their personal data is being processed. In addition, a data subject can request a copy of their personal data. The school in responding to a right of access must ensure that it does not adversely affect the rights of others.

6.4 **Right to rectification** If you believe that the school holds inaccurate information about you, you can request that we correct that information. The personal record may be supplemented with additional material where it is judged to be incomplete.

6.5 **Right to be forgotten** Data subjects can ask the school to erase their personal data. The school will act on such a request providing that there is no compelling purpose or legal basis necessitating retention of the personal data concerned.

6.6 **Right to restrict processing** Data subjects have the right to seek a restriction on the processing of their data. This restriction (in effect requiring the controller to place a “hold” on processing) gives an individual an alternative to seeking erasure of their data. It may also be applicable in other circumstances such as where, for example, the accuracy of data is being contested.

6.7 **Right to data portability** This right facilitates the transfer of personal data directly from one controller to another. It can only be invoked in specific circumstances, for example, when processing is automated and based on consent or contract.

---

<sup>7</sup> For further information on your rights see [www.GDPRandYOU.ie](http://www.GDPRandYOU.ie).

---

6.8 **Right to object** Data subjects have the right to object when processing is based on the school's legitimate interests or relates to a task carried out in the public interest (e.g. the processing of CCTV data may rely on the school's legitimate interest in maintaining a safe and secure school building). The school must demonstrate compelling legitimate grounds if such processing is to continue.

6.9 **Right not to be subject to automated decision making** This right applies in specific circumstances (as set out in GDPR Article 22).

6.10 **Right to withdraw consent** In cases where the school is relying on consent to process your data, you have the right to withdraw this at any time, and if you exercise this right, we will stop the relevant processing.

6.11 **Limitations on Rights** While the school will always facilitate the exercise of your rights, it is recognised that they are not unconditional: the school may need to give consideration to other obligations.<sup>8</sup>

## 6.12 Right to Complain

- (i) If you are concerned about how your personal data is being processed, then please address these concerns in the first instance to the Principal who is responsible for operational oversight of this policy.<sup>9</sup>
- (ii) A matter that is still unresolved may [then] be referred to the school's Data Controller (i.e., the Board of Management) by writing to the Chairperson c/o Nun's Cross National School.
- (iii) Should you feel dissatisfied with how we have addressed a complaint or concern that you have raised, you have the right, as data subject, to bring the matter to the attention of the Irish Data Protection Commission.

Telephone	+353 57 8684800 +353 (0)761 104 800
Lo Call Number	1890 252 231
Fax	+353 57 868 4757
E-mail	info@dataprotection.ie
Post	Data Protection Commission Canal House, Station Road Portarlinton, Co. Laois R32 AP23
Website	www.dataprotection.ie

---

<sup>8</sup> See GDPR Articles 12-23 for a full explanation of subject rights and their application.

<sup>9</sup> Parents/Guardians may also, where applicable, have the option of invoking the school's formal complaints procedure (available from school).

---

## 8 Appendix 1 - Implementing the Data Processing Principles

### 1. Accountability

- (i) Accountability means that compliance with the data protection legislation is recognised as an important Board of Management responsibility as well as one shared by each school employee and member of the wider school community.<sup>10</sup>
- (ii) Demonstrating Compliance Accountability imposes a requirement on the controller to demonstrate compliance with the other data processing principles (see Section 2 earlier: *Processing Principles*). This means that the school retains evidence to demonstrate the actions it has taken to comply with GDPR.
- (iii) School Policies An important way for the school to demonstrate accountability is through the agreement and implementation of appropriate policies. In addition to publishing a *Data Protection Policy* this may include developing other policies to address some or all of the following areas (i) CCTV (ii) Data Breaches (iii) Data Access Requests (iv) Record Storage and Retention (v) Data Processing Agreements.<sup>11</sup>
- (iv) Record of Processing Activities As a data controller the school is required to prepare a record of any processing activities (ROPA) that it undertakes. This record should include the following information (GDPR Article 30):
  - o the purposes of the processing;
  - o a description of the categories of data subjects and personal data;
  - o the categories of recipients to whom the personal data will be disclosed;
  - o any transfers to a third country or international organisation, including suitable safeguards;
  - o where possible, the envisaged time limits for erasure of the different categories of data;
  - o where possible, a general description of the technical and organisational security measures.
- (v) Risk Assessment The school as data controller is required to consider any risks that may arise as a consequence of its processing activities. This assessment should consider both the likelihood and the severity of these risks and their potential impact on data subjects.<sup>12</sup>
- (vi) Data Protection Impact Assessment (DPIA) A DPIA is a type of risk assessment that is mandatory in specific circumstances (GDPR Article 35). The school will ensure that a DPIA is undertaken where this is appropriate, typically, where a new processing activity has the potential to have a high impact on individual privacy or rights. (The installation of an extensive CCTV system in a school is an example of a processing activity that might trigger the need for a Data Protection Impact Assessment.) The purpose of undertaking a DPIA is to ensure that any risks associated with the new processing activity are identified and mitigated in an appropriate manner.
- (vii) Security of Processing As a consequence of having assessed the risks associated with its processing activities, the school will implement appropriate *technical and organisational measures* to ensure a level of security appropriate to the risk. For example, these measures might include training of staff, establishment of password policies, protocols around device encryption, procedures governing access to special category data etc.

---

<sup>10</sup> The GDPR4schools.ie website identifies some of the GDPR Roles and Responsibilities held by different groups, namely (i) Board of Management (ii) Principal/Deputy Principal (iii) Teaching Staff (iv) Guidance & Medical Support (v) School Administration (vi) SNAs and (viii) Caretaker. These lists of responsibilities (provided in PDF format) can be shared out to help raise awareness amongst the school community.

<sup>11</sup> All school policies need to be applied in a manner that respects the principles, protocols and procedures inherent in the school's Data Protection strategy. Examples of relevant policies include (i) Acceptable Use Policy (ICT) (ii) Child Protection Procedures (iii) Code of Behaviour (iv) Guidance and Counselling (v) Policy on Special Education Needs (vi) Anti-Bullying Policy.

<sup>12</sup> GDPR Recital 75: The risk to the rights and freedoms of natural persons, of varying likelihood and severity, may result from personal data processing which could lead to physical, material or non-material damage, in particular: where the processing may give rise to discrimination, identity theft or fraud, financial loss, damage to the reputation, loss of confidentiality of personal data protected by professional secrecy, unauthorised reversal of pseudonymisation, or any other significant economic or social disadvantage; where data subjects might be deprived of their rights and freedoms or prevented from exercising control over their personal data; where personal data are processed which reveal racial or ethnic origin, political opinions, religion or philosophical beliefs, trade union membership, and the processing of genetic data, data concerning health or data concerning sex life or criminal convictions and offences or related security measures; where personal aspects are evaluated, in particular analysing or predicting aspects concerning performance at work, economic situation, health, personal preferences or interests, reliability or behaviour, location or movements, in order to create or use personal profiles; where personal data of vulnerable natural persons, in particular of children, are processed; or where processing involves a large amount of personal data and affects a large number of data subjects.



- 
- (viii) Data Protection by Design The school aims to apply the highest standards in terms of its approach to data protection. For example, school staff will utilise a *Privacy by Design* approach when any activity that requires the processing of personal data is being planned or reviewed. This may mean implementing technical measures (e.g. security) and organisational measures (e.g. protocols and training).
  - (ix) Data Protection by Default A *Privacy by Default* approach means that minimal processing of personal data is the school's default position. In practice this means that only essential data will be collected from data subjects, and that within the school, access to this data will be carefully controlled and only provided to employees where this is appropriate and necessary.
  - (x) Data Processing Agreements: the school will put written contracts in place with organisations that process data on its behalf (as required under GDPR Article 28).<sup>13</sup>
  - (xi) Data Breach Records: the school will retain records that document its handling of any personal data breaches. These records will clearly set out the facts relating to any personal data breach, its effects and the remedial action taken.<sup>14</sup>
  - (xii) Staff Awareness and Training All who are granted access to personal data that is under the control of the school have a duty to observe the data processing principles. The school will provide appropriate information, training and support so that staff may gain a clear understanding of these requirements.<sup>15</sup>

## 2. Lawful Processing

As part of its decision to collect, use or share personal data, the school as Controller will identify which of the lawful bases is applicable to each processing operation. In the absence of a lawful basis the personal data cannot be processed.

- (i) Many of school's data processing activities rely on legal obligations. These tasks are undertaken because the school must comply with Irish (or European) law<sup>16</sup>. For example, there is a legislative basis underpinning the sharing of specific student data with the Department of Education and Skills and other public bodies.
- (ii) Another set of data processing activities are undertaken in the public interest i.e. so that the school can operate safely and effectively. For example, an educational profile of the student (literacy competence, language spoken at home etc.) may help the school to target learning resources effectively for the benefit of the student.
- (iii) In some situations, for example the use of CCTV, the school may rely on its legitimate interests to justify processing. In such cases the specific legitimate interests (e.g. health and safety, crime prevention, protection of school property etc.) must be identified and notified to the data subjects<sup>17</sup>.
- (iv) Contract will provide a lawful basis for some processing of data by the school. For example, the processing of some employee data may rely on this lawful basis.
- (v) There is also the possibility that processing can be justified in some circumstances to protect the Vital Interests of a data subject, or another person. For example, sharing some data subject data with emergency services might rely on this lawful basis.
- (vi) Finally there is the option of using a data subject's consent as the lawful basis for processing personal data. The school will not rely on consent as the basis for processing personal data if another lawful condition is more appropriate. Consent will usually be the lawful basis used by the school to legitimise the publication of student photographs in print publications and electronic media.

---

<sup>13</sup> A Data Processing Agreement may be provided as a set of agreed clauses or as an addendum to a broader (*Third Party*) *Service Agreement*.

<sup>14</sup> These record-keeping requirements are detailed under GDPR Article 33(5). Documentation need to be retained in school setting out details of all data breaches that have occurred. This includes those that were adjudged not to require notification to the Data Protection Commission (in addition to data breaches that required formal DPC notification via <https://forms.dataprotection.ie/report-a-breach-of-personal-data>).

<sup>15</sup> All current and former employees of the school may be held accountable in relation to data processed by them during the performance of their duties. For example, employees acting in breach of the Data Protection Act 2018 could, in certain circumstances, be found to have committed a criminal offence.

<sup>16</sup> For example, the *Education Act 1998*, the *Education (Welfare) Act 2000* & the *Education for Persons with Special Education Needs Act 2004*.

<sup>17</sup> Data subjects have a right to object to processing that is undertaken based on legitimate interests. In such cases the Controller must demonstrate that there is an overriding need if the processing is to continue.

---

### 3. Consent

Where consent is relied upon as the appropriate condition for lawful processing, then that consent must be freely given, specific, informed and unambiguous. All of these conditions must be satisfied for consent to be considered valid. There are a significant number of restrictions around using consent.

- (i) A separate consent will be sought for each processing activity (together with appropriate guidance as necessary to ensure the data subject is informed).
- (ii) When asking for consent, the school will ensure that the request is not bundled together with other unrelated matters.
- (iii) Consent requires some form of clear affirmative action (Silence or a pre-ticked box is not sufficient to constitute consent). Consent can be provided by means of an oral statement.
- (iv) Consent must be as easy to withdraw as to give.
- (v) A record should be kept of how and when consent was given.
- (vi) The school will take steps to ensure the consent is always freely given i.e. that it represents a genuine choice and that the data subject does not feel under an obligation to consent to processing.
- (vii) If the consent needs to be explicit, this means the school must minimise any future doubt about its validity. This will typically require the school to request and store a copy of a signed consent statement.

### 4. Special Category Data

Some personal data is defined as Special Category Data and the processing of such data is more strictly controlled. In a school context this will occur whenever data that relates to Special Needs or Medical Needs is being processed. GDPR Article 9 identifies a limited number of conditions, one of which must be applicable if the processing of special category data is to be lawful.<sup>18</sup> Some of these processing conditions, those most relevant in the school context, are noted here.

- (i) Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law. This condition could provide an appropriate basis for processing of data relating to employee and student health e.g. proportionate sharing of special category data to ensure the school is compliant with provisions in health, safety and welfare legislation.
- (ii) Processing is necessary for the assessment of the working capacity of an employee; or for the provision of health or social care or treatment...on the basis of Union or Member State law.
- (iii) Processing is based on Explicit Consent. Where a school is processing biometric data for identification purposes (e.g. facial image recognition or the use of fingerprint systems) it is unlikely that this processing will be justifiable on any lawful basis other than consent. (And, as a data subject should be able to withhold consent without suffering any detriment, the school will need to provide access to an alternative processing option which is not reliant on biometric data.)

### 5. Transparency

The school as Controller is obliged to act with *Transparency* when processing personal data. This requires the communication of specific information to individuals in advance of any processing of their personal data.<sup>19</sup>

- (i) Transparency is usually achieved by providing the data subject with a written document known as a *Privacy Notice* or a *Privacy Statement*.<sup>20</sup> This notice will normally communicate:
  - o the name of the controller and their contact details;
  - o the categories of personal data being processed;
  - o the processing purposes and the underlying legal bases;
  - o any recipients (i.e. others with whom the data is shared/disclosed);
  - o any transfers to countries outside the EEA (and safeguards used);

---

<sup>18</sup> The Data Protection Act 2018 makes provision for some additional conditions that can legitimise the processing of special category data.

<sup>19</sup> GDPR Articles 13 (or 14)

<sup>20</sup> Other terms in common use include *Fair Processing Notice* and *Data Protection Notice*. Schools may prepare a number of different Privacy Notices for use in different contexts. For example, a *Website Privacy Notice*, may relate specifically to personal data that is collected via the school website.

- 
- o the storage period (or the criteria used to determine this);
  - o the rights of the data subject.<sup>21</sup>
- (ii) Transparency information should be provided in a manner that is concise and easy to understand. To best achieve this, the school may use a “layering” strategy to communicate information.<sup>22</sup> And, while a written *Privacy Notice* is the default mode, transparency information may also be communicated using other means, for example through the spoken word or through use of pictorial icons or video.
  - (iii) Privacy statements (include those used on school websites) should be regularly reviewed to take account of any enhancements, new practices or additional services which involve the collection and use of personal data.

## 6. Purpose Limitation

- (i) Personal data stored by the school has been provided by data subjects for a specified purpose or purposes.<sup>23</sup> Data must not be processed for any purpose that is incompatible with the original purpose or purposes.<sup>24</sup>
- (ii) Retaining certain data (originally collected or created for a different purpose) with a view to adding to a school archive for public interest, scientific or historical research purposes or statistical purposes is acceptable subject to certain safeguards, most particularly the need to respect the privacy of the data subjects concerned.

## 7. Data Minimisation

As Controller, the school must ensure that personal data is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. In practice, this principle has a number of important implications illustrated in the examples below.

- (i) The school should ensure, when data is being collected from data subjects, that this is limited to what is necessary for the completion of the duties. For example, where information is being collected from students and parents/guardians, as part of the admissions process, this should be limited to whatever information is needed to operate the admissions process. This means that it is usually not appropriate for the school to seek information about Special Education Needs (SEN) in order to decide whether a place should be offered.<sup>25</sup>
- (ii) Data minimisation also requires that the sharing of student data within the school should be carefully controlled. Members of staff may require varying levels of access to student data and reports. Access should be restricted to those who have a defined processing purpose. Staff will not access personal data unless processing is essential to deliver on their role within the school.
- (iii) School staff will necessarily create personal data in the course of their duties. However employees should ensure that this processing is necessary and appropriate. For example, while it will often be necessary for school staff to communicate information to each other by email, consideration should be given, on a case by case basis, as to whether it is necessary for personal data to be included in these communications.
- (iv) Data sharing with external recipients should be continuously reviewed to ensure it is limited to that which is absolute necessary. This may mean, for example, that when the school is seeking

---

<sup>21</sup> In the interests of transparency, the school should ensure that its preferred route for a rights request is identified clearly in *Privacy Notices* and elsewhere e.g. “A data subject wishing to make an access request should apply in writing to the Principal.” Notwithstanding this, school staff should be made aware that valid requests may be submitted in a variety of formats (i.e. not necessarily in writing).

<sup>22</sup> For example, where the first point of contact is by telephone, this information could be provided during the telephone call with the data subject and they could be provided with the balance of the information required under Article 13 by way of further, different means, such as by sending a copy of the privacy policy by email and/or sending the data subject a link to the controller’s layered online privacy statement/notice.

<sup>23</sup> This purpose is usually communicated to data subjects at the time of collection through providing them with a *Privacy Notice*.

<sup>24</sup> Data Protection Commission: *Any use or disclosure must be necessary for the purpose(s) or compatible with the purpose(s) for which you collect and keep the data. You should ask yourself whether the data subject would be surprised to learn that a particular use of or disclosure of their data is taking place.*

<sup>25</sup> SEN data may be sought where the processing of such data is necessary as part of the Admissions Policy. For example, SEN data may be required to consider whether the student fulfils the criteria for admission to a special education needs unit within a mainstream school.

---

professional advice, no personal data will be included in communications unless the disclosure of this information is essential.

## 8. Storage Limitation

Personal data is kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which it is being processed. Some personal data may be stored for longer periods insofar as the data is being processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. Please see the school's data retention schedule.

- (i) When deciding on appropriate retention periods, the school's practices will be informed by advice published by the relevant bodies (notably the Department of Education and Skills, the Data Protection Commission, and the school management advisory bodies<sup>26</sup>).
- (ii) When documentation or computer files containing personal data are no longer required, the information is disposed of in a manner that respects the confidentiality of the data.
- (iii) Data subjects are free to exercise a "right to erasure" at any time (also known as the "right to be forgotten", see *Data Subject Rights*).
- (iv) Data should be stored in a secure manner that recognises controller obligations under GDPR and the Data Protection Act. This requires the school for example, to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.

## 9. Integrity and Confidentiality

Whenever personal data is processed by the school, technical and organisational measures are implemented to safeguard the privacy of data subjects. The school as controller is obliged to take its security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. These security procedures should be subject to regular review.

- (i) School employees are required to act at all times in a manner that helps to maintain the confidentiality of any data to which they have access. Guidance and training are important to help identify and reinforce appropriate protocols around data security.
- (ii) The school is legally required to consider the risks to the data subject when any processing of personal data is taking place under its control. Any Risk Assessment should take particular account of the impact of incidents such as accidental or unlawful destruction, loss, alteration, or unauthorised disclosure of, or access to, the personal data.
- (iii) As well considering the potential severity of any data incident, a risk assessment should also consider the likelihood of any incident occurring. In this way risks are evaluated on the basis of an objective assessment, by which it is established whether the data processing operations involve a risk or a high risk.<sup>27</sup>
- (iv) The follow-on from any risk assessment is for the school to implement appropriate technical and organisational measures that ensure a level of security appropriate to the risk. *These measures should ensure an appropriate level of security, including confidentiality, taking into account the state of the art and the costs of implementation in relation to the risks and the nature of the personal data to be protected (GDPR Recital 83).*
- (v) As well as processing activities undertaken by staff, the school must also consider the risks associated with any processing that is being undertaken on behalf of the school by other individuals or organisations (Data Processors). Only processors who provide sufficient guarantees about the implementation of appropriate technical and organisational measures can be engaged.

---

<sup>26</sup> see <http://www.dataprotectionschools.ie/en/Data-Protection-Guidelines/Records-Retention/>

<sup>27</sup> The likelihood and severity of the risk to the rights and freedoms of the data subject should be determined by reference to the nature, scope, context and purposes of the processing. Risk should be evaluated on the basis of an objective assessment, by which it is established whether data processing operations involve a risk or a high risk (GDPR Recital 76).

- 
- (vi) The important contribution that organisational policies can make to better compliance with the Accountability principle was previously highlighted. Similarly, the implementation of agreed policies and protocols around data security is very helpful. Some possible areas are listed below.
- o School ICT policy
  - o Acceptable User Policies for employees, board members, students etc
  - o Accessing school data from home
  - o Password policy
  - o Use of staff personal devices in school
  - o Use of school devices outside school
  - o Website and Blog Policy
  - o Mobile phone Policy
  - o Apps

---

## 9 Appendix 2 - Categories of Recipients

**Department of Education and Skills (DES)** The school is required to provide student data to the *Department of Education and Skills (DES)*. This transfer of data is primarily made at the beginning of each academic year (“October Returns”) using a secure Post-Primary Online Database (P-POD) system. The October Returns contain individualised data such as PPS number which acts as an identifier to validate that the data belongs to a recognised student.<sup>28</sup> The DES has published a “Fair Processing Notice” to explain how the personal data of students is processed.<sup>29</sup>

**Student support and welfare** student data may be shared with a number of public state bodies including *National Educational Psychological Service* (NEPS psychologists support schools and students); *National Council for Special Education* (the NCSE role is to support schools and students with special education needs); *National Education Welfare Board* (the school is required to share student attendance with the NEWB).

**Legal requirements** where appropriate, particularly in relation to Child Protection and safeguarding issues, the school may be obliged to seek advice and/or make referrals to *Túsla*.<sup>30</sup> The school may share personal data with *An Garda Síochána* where concerns arise in relation to child protection. The school will also report matters of alleged criminal acts, criminal behaviour, criminal damage, etc., to allow prevention, detection and investigation of offences. Where there is a lawful basis for doing so, personal data may also be shared with the *Revenue Commissioners* and the *Workplace Relations Commission*.

**Insurance** data may be shared with the school’s insurers where this is appropriate and proportionate. The school may also be obliged to share personal data with the *Health and Safety Authority*, for example, where this is required as part of an accident investigation.

**Professional Advisors** some data may be shared with legal advisors (solicitors, etc.), financial advisors (pension administrators, accountants, etc.) and others such as school management advisors; this processing will only take place where it is considered appropriate, necessary and lawful.

**Other schools and Universities/Colleges/Institutes** where the student transfers to *another educational body*, or goes on an exchange programme or similar, the school may be asked to supply certain information about the student, such as academic record, references, etc.

**Work Placement** some data may be shared, on request, with work placement providers and *employers* where this is appropriate and necessary to support students engaged in work experience or similar programmes.

**Voluntary Bodies** some personal data may be shared as appropriate with bodies such as the school’s *Parents Association*. This data sharing will only take place where consent has been provided.

**Other not-for-profit organisations** limited data may be shared with recognised bodies who act to promote student engagement with co-curricular and other activities, competitions, recognition of achievements, etc. This would include bodies promoting participation in sports, arts, sciences, environmental and outdoor activities, etc. This data sharing will usually be based on consent.

---

<sup>28</sup> Where the October Returns include sensitive personal data regarding personal circumstances then explicit and informed consent for the transfer of this data may be sought from students/parents/guardians.

<sup>29</sup> These can be found on [www.education.ie](http://www.education.ie) (search for Circular Letters 0047/2010 and 0023/2016 in the “Circulars” section). The Department of Education and Skills transfers some student data to other government departments and other State bodies to comply with legislation, such as transfers to the Department of Social Protection pursuant to the Social Welfare Acts, transfers to the State Examinations Commission, transfers to the Educational Research Centre, and transfers to the Central Statistics Office pursuant to the Statistics Acts. The data will also be used by the DES for statistical, policy-making and research purposes. However the DES advises that it does not use individual data, but rather aggregated data is grouped together for these purposes.

<sup>30</sup> Túsla, the Child and Family Agency, is the State agency responsible for improving wellbeing and outcomes for children.

---

**Service Providers** in some circumstances the school has appointed third parties to undertake processing activities on its behalf. These Data Processors have provided guarantees that their processing satisfies the requirements of the General Data Protection Regulation. The school has implemented written contractual agreements with these entities to ensure that the rights of data subjects receive an appropriate level of protection. Third party service providers include the following categories:

- School Management Information Systems (Aladdin Schools)
- Productivity Applications (Google Apps for Education, Microsoft 365)
- Online Storage & File Sharing (Google Drive, Aladdin Schools)
- Video Sharing and Blogging Platforms (e.g. Blacknight, Vimeo)
- Virtual Learning Environments (Google Classroom)
- IT Systems Support (Coughlanweb)
- School communications (Gmail, Aladdin Schools)
- Security System (Phonelink Security)
- Accounting & Payroll software (eg. Sage One Ireland)
- Cashless Payment Systems (Aladdin Schools)
- Learning software and Apps (ipads, student laptops & teacher laptops, interactive whiteboards)

**Transfers Abroad** In the event that personal data may be transferred outside the European Economic Area (EEA) the school will ensure that any such transfer, and any subsequent processing, is carried out in strict compliance with recognised safeguards or derogations (i.e., those approved by the Irish Data Protection Commission).

---

## 10 Appendix 3 - Managing Data Subject Rights Requests, Including Access Requests

### 10. Responding to rights requests

- (i) The school will log the date of receipt and subsequent steps taken in response to any valid request. This may include asking the data subject to complete an *Access Request Form* in order to facilitate efficient processing of the request. There is no charge for this process.<sup>31</sup>
- (ii) The school is obliged to confirm the identity of anyone making a rights request and, where there is any doubt on the issue of identification, will request official proof of identity (e.g. photographic identification such as a passport or driver's licence).<sup>32</sup>
- (iii) If requests are manifestly unfounded or excessive<sup>33</sup>, in particular because of their repetitive character, the school may either: (a) charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested; or refuse to act on the request.
- (iv) The school will need to confirm that sufficient information to locate the data requested has been supplied (particularly if CCTV footage/images are to be searched<sup>34</sup>). Where appropriate the school may contact the data subject if further details are needed.
- (v) In responding to rights requests (e.g. data access requests) the school will ensure that all relevant manual<sup>35</sup> and automated systems (computers etc.) are checked.
- (vi) The school will be conscious of the need to respond without undue delay and within the advised timeframes. A response will be made within one month of receipt of any request.<sup>36</sup>
- (vii) The school must be conscious of the restrictions that apply to rights requests.<sup>37</sup> Where unsure as to what information to disclose, the school reserves the right to seek legal advice.<sup>38</sup>
- (viii) Where a request is not being fulfilled, the data subject will be informed as to the reasons and the mechanism for lodging a complaint, including contact details for the Data Protection Commission.
- (ix) Where action has been taken by the school with regard to rectification, erasure or restriction of processing, the school will ensure that relevant recipients (i.e. those to whom the personal data has been disclosed) are appropriately informed.

### 11. Format of Information supplied in fulfilling a request

- (i) The information will be provided in writing, or by other means, including where appropriate, by electronic means. (When requested by a data subject the information access may be provided in alternative means e.g. orally.)
- (ii) The school will endeavour to ensure that information is provided in an intelligible and easily accessible format.

---

<sup>31</sup> The school may charge a reasonable fee for any further copies requested by the data subject, or where access requests are manifestly unfounded or excessive, taking into account the administrative costs of providing the information. Where a subsequent or similar access request is made after the first request has been complied with, the school has discretion as to what constitutes a reasonable interval between access requests and this will be assessed on a case-by case basis.

<sup>32</sup> Where a subject access request is made via a third party (e.g. a solicitor) the school will need to be satisfied that the third party making the request is entitled to act on behalf of the individual. It is the third party's responsibility to provide evidence of this entitlement.

<sup>33</sup> In such circumstances, the school must be able to demonstrate the manifestly unfounded or excessive character of a request.

<sup>34</sup> The school will always endeavour to respond to any access request within the stipulated time period. However a timely response can be greatly facilitated by provided (in writing to the school) all necessary information such as date, time and location of any recording.

<sup>35</sup> Non-automated personal data that is held within a filing system or intended to form part of a filing system (GDPR Article 2).

<sup>36</sup> That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. The school must inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

<sup>37</sup> See for example GDPR Article 23 and Irish Data Protection Act 2018 S.56, S.60, S.61.

<sup>38</sup> Decisions around responding to data access requests will need to give due regard to rights and responsibilities that derive from other legislation, not least Article 42A of the Irish Constitution which recognises and affirms the natural and imprescriptible rights of all children. Examples of other factors that might need to be considered include: any court orders relating to parental access or responsibility that may apply; any duty of confidence owed to the child or young person; any consequences of allowing those with parental responsibility access to the child's or young person's information (particularly important if there have been allegations of abuse or ill treatment); any detriment to the child or young person if individuals with parental responsibility cannot access this information; and any views the child or young person has on whether their parents should have access to information about them.



- 
- (iii) Where a request relates to video, then the school may offer to provide the materials in the form of a series of still images. If other people's images cannot be obscured, then it may not prove possible to provide access to the personal data.<sup>39</sup>

---

<sup>39</sup> Where an image is of such poor quality that it does not relate to an identifiable individual, then it may not be considered to be personal data.

## 11 APPENDIX 4 - STUDENTS' & PARENTS'/GUARDIANS' PERSONAL DATA AND RELATED PROCESSING PURPOSES

PURPOSES FOR PROCESSING	DESCRIPTION OF PERSONAL DATA
<p><b>1. Contact and identification information</b>            This information is needed to identify, contact and enrol students.            Basis for processing: public interest</p>	
<p>Purposes may include:</p> <ul style="list-style-type: none"> <li>● to add names to a contact list prior to formal application</li> <li>● to provide appropriate information to prospective students</li> <li>● to make contact in case of school closure (e.g. adverse weather conditions)</li> <li>● to send emails about meetings, etc.</li> <li>● to contact parents in the event of an emergency/injury</li> </ul>	<p>Information required to confirm student/parent identity and contact through communications:</p> <ul style="list-style-type: none"> <li>● student name</li> <li>● gender</li> <li>● date of birth</li> <li>● family details (parents/guardians name, address, contact details to include phone numbers, email addresses etc).</li> </ul>
<p><b>2. Application information</b>            We use this to determine whether an applicant meets eligibility requirements as set out in our Admission Policy.            Basis for processing: public interest</p>	
<p>In addition to data outlined at (1) above, we collect personal data via Application Forms and Student Transfer Forms. Where the student is offered a place, completed Application Forms are placed on the student's file. Where the student is not offered a place, the data will be used for the purposes of responding to any section 29 appeals process.</p> <p>Applicants may opt to provide data on "Religion" at this stage where this forms part of the school's admissions criteria.</p> <p>Any information not required to operate the Admissions <u>Procedure</u>, is identified as <u>optional</u>.</p>	<p>Information as required to ascertain eligibility under the school's Admissions Policy:</p> <ul style="list-style-type: none"> <li>● Name and address of current school/preschool</li> <li>● Class in current school</li> <li>● Details of siblings, etc.</li> <li>● Details of any special educational needs (SEN). (NB sought in order to ensure inclusion through having resources applied for/in place).</li> <li>● Health information (to ensure health and safety of pupil)</li> <li>● Language support required</li> <li>● Religion (if claiming membership of a minority religion)</li> </ul>
<p><b>3. Enrolment information</b>            Once the school has accepted the student's application, and has offered the student a place, other information is collected in addition to the data outlined at (1) and (2) above. This personal data is used for administrative and management tasks e.g. school communications, timetabling, scheduling parent teacher meetings, school events, arrangements for academic registration, class details, start dates, book lists, subject-selection, school trips etc.            Basis for processing: public interest, legal obligation, legitimate interest</p>	
<p><u>Contact and Identification Information</u>: We use this information:</p> <ul style="list-style-type: none"> <li>● to make contact in case of school closure (e.g. adverse weather conditions), or an emergency (ill-health or injury),</li> <li>● to communicate issues relating to progress, welfare or conduct in school, non-attendance or late attendance, etc.</li> <li>● to send emails about important events, e.g. start dates, course details, meetings, school events, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Student name and date of birth (requires birth certificate verification by school)</li> <li>● PPSN, Gender</li> <li>● Address including Eircode</li> <li>● Extended family details (parents/guardians name, address, contact details to include phone numbers, email addresses etc).</li> <li>● Details of next of kin (for contact in case of emergency)</li> </ul>
<p><u>Academic record</u>: We use this information to deliver education appropriate to the needs of the student, to assess the student's educational progress. Standardised test results used for the purposes of assessing literacy/numeracy progress, for Reasonable Accommodation in State Examinations, for assisting in referrals to NEPS, and for career guidance etc.</p>	<ul style="list-style-type: none"> <li>● Reports, references, assessments and other records from any previous school(s) attended by the student.</li> <li>● Education Passport (6<sup>th</sup> Class Report provided by primary school <u>after post-primary school confirms enrolment</u>. Protocols set out in DES Circulars 42/2015 and 34/2016).</li> </ul>

	<ul style="list-style-type: none"> <li>● Standardised testing Results</li> </ul>
<p><u>Language spoken:</u> Without this information the school will not know how to meet the student's needs and to deliver appropriate education. This ensures the student has access to language support (where necessary).</p> <p><u>Irish Exemption</u> Information re application for Irish exemption if eligible (e.g. received primary school up to 11 years of age outside Ireland, evidence of disability, student from abroad etc).</p>	<ul style="list-style-type: none"> <li>● Information about language spoken (for language support)</li> <li>● Details of whether the student received EAL (English as an Additional Language) support.</li> <li>● Details re whether the student is exempt from studying Irish</li> <li>● Details to ascertain if student is eligible for exemption from study of Irish</li> </ul>
<p><u>Medical information for health purposes:</u> This information is essential so that we can meet our duty of care to the student. We use this information to (i) ensure we know who to contact in case of an emergency, (ii) ensure that we have any relevant information to safeguard/prevent damage to the student's health (iii) meet the student's medical/care needs when they are in school (iv) facilitate appropriate advanced planning with parents/guardians (eg. notification to relevant personnel within the school, storage of medications, staff training where necessary etc).</p>	<ul style="list-style-type: none"> <li>● Emergency contact details (name, telephone, details of relationship to the student etc).</li> <li>● Details of the student's GP (to be contacted in case of emergency).</li> <li>● Details of any relevant medical information (eg. medical condition, allergies, treatment/care plan etc) to facilitate appropriate advanced planning with parents/guardians.</li> <li>● This may include the use of the student's photograph for display in the Staff room as part of the emergency action plan.</li> </ul>
<p><u>SEN and Medical information for educational purposes:</u> We cannot meet our duty of care to the student and our obligations under EPSEN Act 2004 without this information. We use this information to (i) make application to the DES for allocation of resources to support student (ii) ensure school has relevant information to deliver education appropriate to student's needs (iii) apply for appropriate accommodation(s) and/or therapeutic supports where available.</p>	<ul style="list-style-type: none"> <li>● Details of any special needs/medical needs that need to be accommodated, e.g. medical assessment, psychological assessment/report.</li> <li>● Details of whether the student has been in receipt of learning support.</li> <li>● Details of whether the student has been granted resource teaching hours and/or special needs assistance hours by the NCSE.</li> </ul>
<p><u>Information sought by Department of Education and Skills (DES):</u> We are under a legal obligation to return specific enrolment information concerning each student to DES. This is used to calculate teacher and resource allocation, capitation, grant payments for schools, for statistical analysis and reporting in the areas of social inclusion and integration of students in the education system, and for planning purposes. The DES seeks some additional information on an optional basis (i.e. parental consent).</p>	<p>Personal data is transferred to the DES via the Post-Primary Online Database as set out in the <u>Privacy Notice for P-POD</u> provided by DES. Required information includes, e.g. mother's birth name (to verify student PPSN). Other (optional) information is sought for purposes relating to social inclusion and integration of students in the education system, and for planning purposes.</p> <ul style="list-style-type: none"> <li>● Whether the Pupil's mother tongue is English or Irish*</li> <li>● Ethnic/Cultural background*</li> </ul>
<p><u>Use of photographs for yearbooks, social media, website etc.:</u> Photographs, and recorded images of students may be taken at school events and to celebrate school achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school.</p>	<ul style="list-style-type: none"> <li>● Consent to use (for these purposes) images or recordings in printed or digital format.</li> <li>● Separate consents will be sought for different publication forums.</li> </ul>
<p><u>Religion</u> only sought where the school facilitates religious instruction/faith formation at the request of parent(s)/guardian(s).</p>	<ul style="list-style-type: none"> <li>● Religious denomination (based on consent)</li> </ul>
<p><u>Consents to direct marketing:</u> If you wish to receive direct marketing you can give consent for us to contact you by email. Your right to opt-out only relates to the school contacting you for direct marketing purposes.</p>	<p><u>Note:</u> We will still contact you on your mobile in case of an emergency relating to your child and/or to communicate messages about school events (e.g. school closure, parent-teacher meetings etc).</p>

#### 4. Personal data gathered during student's time in School

We cannot meet our statutory obligation to deliver appropriate education to students and/or we cannot satisfy our duty of care to each student without processing this information.

Basis for Processing: public interest, legal obligation & legitimate interest

<p><u>Academic progress</u>: The school processes this personal data in order to deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.</p>	<ul style="list-style-type: none"><li>● Academic progress and results</li><li>● Standardised test results</li><li>● Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)</li><li>● Continuous assessment and end of term/year reports</li></ul>
<p><u>Attendance</u>: The school is required to collect and monitor attendance data and to notify the Education Welfare Officer (TUSLA) in certain circumstances, such as (i) where the student is suspended for 6 days or more (ii) where the student is absent for an aggregate period of 20 school days during the course of the year, (iii) where the Principal is of the opinion that the student is not attending school regularly. The school will notify parent/guardian in the event of non-attendance or absences.</p>	<p>Statutory processing pursuant to the Education (Welfare) Act 2000.</p> <ul style="list-style-type: none"><li>● Attendance records including Registers and Roll books etc.</li><li>● Records of referrals to TUSLA</li></ul> <p>Please note that the School Register and Roll Book are considered to be documents of enduring historical value. The School Register and Roll book are retained in the School's archives for archival purposes in the public interest.</p>
<p><u>School tours/trips</u>: Information required to make appropriate travel arrangements, to implement insurance cover, to arrange appropriate supervision ratios, to ensure medical/health issues are properly accommodated, to engage in responsible planning, and to ensure necessary paperwork for INIS (Irish Border Control/Irish Naturalisation &amp; Immigration Service requirements where children are travelling with someone other than their parent or guardian).</p>	<p>Information to ensure trip is properly organised and supervised, including:</p> <ul style="list-style-type: none"><li>● permission slips (signed by parents/guardians),</li><li>● itinerary reports</li><li>● Letter from parent(s)/guardian(s) giving consent to travel.</li><li>● Copy of birth or adoption certificate or guardianship papers</li><li>● Copy of marriage/divorce certificate (where parent has different surname to child).</li><li>● Copy of the parent/guardian's passport or State identity document.</li></ul>
<p><u>Garda vetting outcomes</u>: Certain work experience roles may require that a student be Garda vetted (Statutory vetting process).</p>	<p>Information as set down in National Vetting Bureau (Children and Vulnerable Persons) Act 2012.</p> <ul style="list-style-type: none"><li>● Garda vetting form</li></ul>
<p><u>Special needs data, educational support records, medical data etc.</u>: Without this information, the school will not know what resources need to be put in place in order to meet the student's needs and to deliver appropriate education in-keeping with its statutory obligations. This is in order to assess student needs, determine whether resources can be obtained and/or made available to support those needs, and to develop individual education plans. Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the School is required to furnish to the National Council for Special Education (the statutory agency established under the Education for Persons with Special Educational Needs Act 2004) such information as the Council may from time to time reasonably request.</p>	<p>The school collects information relating to any special educational needs, psychological assessments/reports, information about resource teaching hours and/or special needs assistance hours, etc. Schools are also required to share this personal data with SENOs employed by the NCSE.</p> <ul style="list-style-type: none"><li>● Psychological assessments,</li><li>● Special Education Needs' files, reviews, correspondence</li><li>● Individual Education Plans,</li><li>● Continuum of support file,</li><li>● Notes relating to inter-agency meetings,</li><li>● Medical information (including details of any medical condition and/or medication/treatment required)</li><li>● Psychological, psychiatric and/or medical assessments</li></ul>
<p><u>Child protection, child welfare records</u>: The school is</p>	<p>Mandatory reporting obligations require data sharing</p>

<p>required to follow DES Child Protection Procedures (Circular 81/2017) and to take appropriate action to safeguard the welfare of students in its care (Child Protection Procedures for Primary and Post-Primary Schools 2017). Staff have a legal responsibility to report actual or suspected child abuse or neglect to the Child &amp; Family Agency (“TUSLA”) and to An Garda Síochána. Mandatory reporting obligations arise under Children First 2015, the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012.</p>	<p>with TUSLA, An Garda Síochána and any other appropriate law enforcement or child protection authorities. DES Inspectorate may seek access to the school’s child protection records for audit purposes.</p> <ul style="list-style-type: none"> <li>● Child protection records</li> <li>● Child safeguarding records</li> <li>● Other records relating to child welfare</li> <li>● Meitheal meetings convened by TUSLA</li> </ul>
<p><u>Counselling &amp; Pastoral Care Records</u>: This information is required to provide access to counselling services and/or psychological services and to provide supports to students, resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention, to engage in preventative work etc. Personal data (and special category personal data) will be shared with third parties (e.g. TUSLA, NEPS, CAMHS, An Garda Síochána, Medical practitioners treating the student) for the purpose of the school complying with its legal obligations and/or in the student’s vital/best interests.</p>	<ul style="list-style-type: none"> <li>● Guidance Counselling notes</li> <li>● Psychological service notes</li> <li>● Referrals to/records relating to therapeutic services and other interventions</li> <li>● Minutes, notes and other records concerning Student Support Team/Pastoral Care Team Meetings</li> </ul>
<p><u>Internal school processes</u>: This information (e.g. anti-bullying processes and disciplinary/Code of Behaviour processes) is required to meet the school’s duty of care to all its students and staff, to comply with relevant Circulars issued by the Department of Education and Skills, and to run the school safely and effectively. Data collected in these processes may be transferred to the school’s insurer and/or legal advisors or management body as appropriate where required for disputes resolution, fact verification, and for litigation purposes.</p>	<ul style="list-style-type: none"> <li>● Records of parental complaints.</li> <li>● Records of other complaints (student to student complaints etc).</li> <li>● Records relating to bullying investigations.</li> <li>● Records relating to Code of Behaviour processes (expulsion, suspension etc.) including appeals data and section 29 appeals material.</li> </ul>
<p><u>Accident and injury reports</u>: This information is processed to operate a safe environment for students and staff, to identify and mitigate any potential risks, and to report incidents/accidents. This data may be transferred to the school’s insurance company and/or indemnifying body and/or legal advisors as appropriate. Data will be shared with An Garda Síochána, TUSLA and the Health &amp; Safety Authority where appropriate.</p>	<ul style="list-style-type: none"> <li>● Accident reports</li> <li>● Incident Report Forms</li> <li>● Notifications to insurance company</li> <li>● Exchanges with legal advisors.</li> <li>● Notifications to Health &amp; Safety Authority (HSA)</li> </ul>
<p><u>Financial information, fees etc</u>: Without this information, the school cannot process applications, make grant payments, or receive payment of monies (e.g. course fees, school trips etc). After completion of the payments, the documentation is retained for audit and verification purposes. The school’s financial data are audited by external auditors.</p>	<ul style="list-style-type: none"> <li>● Information relating to payments from student’s parents/guardians (including fee support and fee waiver documentation),</li> <li>● Scholarship/Grant applications (including Gaeltacht, book rental scheme, assistive technology, etc).</li> </ul>
<p><b>5. Charity Tax Back Forms</b>  This information is required so that the school may avail of the scheme of tax relief for donations of money received.  Basis for Processing: legal obligation</p>	
<p>To claim the relief, the donor must complete a certificate and forward it to the school to allow it to claim the</p>	<ul style="list-style-type: none"> <li>● CHY3/CHY4 tax back forms</li> <li>● Donor name, Address &amp; Telephone Number</li> </ul>

<p>grossed up amount of tax associated with the donation. This information is retained by the School in the case of audit by the Revenue Commissioners.</p>	<ul style="list-style-type: none"> <li>● PPS Number</li> <li>● Tax Rate</li> <li>● Signature</li> <li>● Gross amount of donation</li> </ul>
<p><b>6. Parent Nominees on Boards of Management</b>  This information is required to enable the Board of Management to fulfil its statutory obligations.  Basis for Processing: legal obligation</p>	
<p>Processing undertaken in accordance with the Education Act 1998 and other applicable legislation, including decisions taken for accountability and good corporate governance.</p>	<ul style="list-style-type: none"> <li>● Name, address and contact details of Parent Nominee</li> <li>● Records in relation to appointment to the Board</li> <li>● Minutes of Board of Management meetings and correspondence to the Board.</li> </ul>

---

## LOCATION AND SECURITY OF DATA

### Students:

#### Location of paper-based personal data

Personal data on paper from former students are stored in a secure filing cabinet in a locked storage room (1st year) and thereafter this is moved to a secure locked cabinet located in the school attic.

Personal data on paper from current students are stored in a secure locked filing cabinet in the principal's office, pupil support plans along with assessment records are kept in each of the SET rooms (specific to the children who work with each teacher) in a locked filing cabinet which is only accessible to them. Assessment records are also kept by mainstream class teachers in a folder in their locked filing cabinet in their classroom. Employees are required to maintain the confidentiality of any data to which they have access.

#### Security of paper-based personal data

Places where paper-based personal data is stored are kept under lock and key, within locked secure rooms on the school premises. Only personnel who are authorised to use the data can get access to it. Employees are required to maintain the confidentiality of any data to which they have access. As mentioned above, hard copies of data are to be kept under lock and key and are not to be removed from the school premises.

**Printing:** Staff codes will be used for printing. Print jobs will be stored on the printer, with printing released only with the entry of personal codes. This is in place to prevent personal data being printed and picked up/viewed at the photocopier by those who should not have access.

#### Location of electronically-stored personal data

Electronically stored data are kept on password protected and encrypted staff computers which are the property of the school. These have also got anti-virus protection installed. Through this staff have access to Aladdin (which stores continuums of support in soft copy files, the contact details of parents and guardians, assessment records). Access is provided to teachers based on their role - for example the 3rd class teacher only has access to 3rd class data. Each year this changes with the change in roles between staff. The SET team have access to the classes they support. The principal and deputy principal have access to all class information. School laptops should not be removed from the school premises.

#### Security of electronically-stored personal data

Computer records are kept on password protected PCs and cloud based storage is protected by controlled password protected access to information, relevant to each staff member's role/duties. The staff laptops are password protected, encrypted and protected with anti-virus protection. Staff laptops are not to be removed from the school premises.

privacy notice/statement - on website also

- (iv) Transparency is usually achieved by providing the data subject with a written document known as a *Privacy Notice* or a *Privacy Statement*.<sup>40</sup> This notice will normally communicate:
- o the name of the controller and their contact details;
  - o the categories of personal data being processed;
  - o the processing purposes and the underlying legal bases;
  - o any recipients (i.e. others with whom the data is shared/disclosed);
  - o any transfers to countries outside the EEA (and safeguards used);
  - o the storage period (or the criteria used to determine this);

---

<sup>40</sup> Other terms in common use include *Fair Processing Notice* and *Data Protection Notice*. Schools may prepare a number of different Privacy Notices for use in different contexts. For example, a *Website Privacy Notice*, may relate specifically to personal data that is collected via the school website.

---

the rights of the data subject.<sup>41</sup>

Privacy statements (include those used on school websites) should be regularly reviewed to take account of any enhancements, new practices or additional services which involve the collection and use of personal data.

---

<sup>41</sup> In the interests of transparency, the school should ensure that its preferred route for a rights request is identified clearly in *Privacy Notices* and elsewhere e.g. “A data subject wishing to make an access request should apply in writing to the Principal.” Notwithstanding this, school staff should be made aware that valid requests may be submitted in a variety of formats (i.e. not necessarily in writing).





## 12 Appendix 5 - Records Retention Schedule

### Retention of Records

Schools as *data controllers* must be clear about the length of time for which personal data will be kept and the reasons why the information is being retained. In determining appropriate retention periods, regard must be had for any statutory obligations imposed on a data controller. If the purpose for which the information was obtained has ceased and the personal information is no longer required, the data must be deleted or disposed of in a secure manner. It may also be anonymised to remove any personal data. Anonymisation must be irrevocable; removing names and addresses may not necessarily be sufficient.

In order to comply with this legal requirement, Nun's Cross National School has assigned specific responsibility and introduced procedures for ensuring that files are purged regularly and securely and that personal data is not retained any longer than is necessary. All records will be periodically reviewed in light of experience and any legal or other relevant indications.

**IMPORTANT:** In all cases, schools should be aware that where proceedings have been initiated, are in progress, or are reasonably foreseeable (although have not yet been taken against the school/board of management/an officer or employee of the school (which may include a volunteer)), all records relating to the individuals and incidents concerned should be preserved and should under no circumstances be deleted, destroyed or purged. The records may be of great assistance to the school in defending claims made in later years.

**WARNING:** In general, the limitation period DEs not begin to run until the person concerned acquires knowledge of the facts giving rise to the claim and the Statute of Limitations may be different in every case. In all cases where reference is made to "18 years" being the date upon which the relevant period set out in the Statute of Limitations commences for the purposes of litigation, the school must be aware that in some situations (such as the case of a student with special educational needs, or where the claim relates to child sexual abuse, or where the

---

student has not become aware of the damage which they have suffered, and in some other circumstances), the Statute of Limitations **may not begin to run when the student reaches 18 years of age and specific legal advice should be sought by schools on a case-by-case basis.** In all cases where retention periods have been recommended with reference to the relevant statutory period in which an individual can make a claim, these time-frames may not apply where there has been misrepresentation, deception or fraud on the part of the respondent/defendant. In such a circumstance, the school should be aware that the claim could arise many years after the incident complained of and the courts/tribunals/employment fora may not consider the complainant to be “out of time” to make their claim.

<b>Student Records</b>	<b>Comments</b>
<b>Registers/Roll books</b>	Indefinitely. Archive when class leaves + 2 years
<b>State exam results</b>	SEC responsibility to retain, not a requirement for school to retain.

<b>Records relating to pupils/students</b>	<b>Comments</b>
<b>Enrolment Forms</b>	18 is age of majority 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)
<b>Student transfer forms</b> (Applies from primary to primary; from one second-level school to another)	Student reaching 18 years + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Disciplinary notes	18 years of age + 2
Absence notes for illness/appointments	18 years of age + 7
Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)	18 is age of majority 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).
End of term/year reports	18 is age of majority 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)
Records of school tours/trips, including permission slips, itinerary reports	For so long as the purpose exists.
Scholarship applications e.g. Gaeltacht, book rental scheme	18 is age of majority 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)
Garda vetting form & outcome - <b>STUDENTS</b>	Record of outcome retained for 12 months after the purpose for which it was obtained has expired. School to retain the reference number and date of disclosure on file, which can be checked with An Garda Siochana in the future.

Data stored on pupil iPads and laptops (projects, stories, research, photos, videos)	Data held on the schools devices (iPads and laptops) which are used by the pupils (these may include projects, research, story writing, photos, videos (drama)) will be destroyed by the IT committee (led by Coughlan Web and his dedicated student group) at the end of each school year, if they are not already deleted once the project has been completed. Individual class projects/use of IT will be primarily overseen by class teachers who may request for such data to be deleted at the end of a project.
--	--

<b>Sensitive Personal Data Students</b>	<b>Comments</b>
Psychological assessments	Age 18 + 7 years.
Special Education Needs' files, reviews, correspondence and Individual Education Plans	Age 18 + 7 years.
Accident reports	10 years, then age 18 + 2 years
Child protection records	Age 18 + 7 years.
Section 29 appeal records	2 years at least then at school's discretion as needed.
Enrolment/transfer forms where child is not enrolled or refused enrolment	2 years at least then at school's discretion as needed.
Records of complaints made by parents/ guardians	Depends entirely on the nature of the complaint but no longer than is necessary for the purpose of recording.  If it is a complaint of a more mundane nature (e.g. misspelling of child's name, parent not being contacted to be informed of parent-teacher meeting) or other minor matter, then student reaching 18 years + 7 years (6 years in which to take a claim, and 1 year for proceedings to be served on school)

Staff Records	Comments
<p><b>Recruitment process</b></p> <p>Note: these suggested retention periods apply to unsuccessful candidates only. They do NOT apply to successful candidates, or candidates who are/were also employees already within your school applying for another post/position. For successful candidates, or candidates who are/were also employees already within your school applying for another post/position, see retention periods set out below.</p>	<p>18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.</p>
<p>Applications &amp; CVs of candidates called for interview</p>	<p>18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.</p>
<p>Database of applications</p>	<p>18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.</p>
<p>Selection criteria</p>	<p>18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.</p>
<p>Applications of candidates not shortlisted</p>	<p>18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.</p>
<p>Unsolicited applications for jobs</p>	<p>18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.</p>

---

Candidates shortlisted but	18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.
----------------------------	--

unsuccessful at interview	
Candidates shortlisted and are successful but do not accept offer	18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.
Interview board marking scheme & board notes	18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.
Panel recommendation by interview board	18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.

<b>Staff personnel files (whilst in employment)</b>	<b>Comments</b>
e.g. applications, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc.	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)
Application &/CV	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)
Qualifications	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)
References	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)

Interview: database of applications (the section which relates to the employee only)	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)
Selection criteria	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)
Interview board marking scheme & board notes	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)
Panel recommendation by interview board	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)
Recruitment medical	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)
Job specification/ description	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)
Contract/Conditions of employment	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)
Probation letters/forms	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)
POR applications and correspondence (where successful)	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)
POR applications and correspondence (where unsuccessful)	Retain for at least 18 months (12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken.
Leave of absence applications	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)
Job share	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)
Career Break	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)
Maternity leave	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)
Paternity leave	Retain for 2 years following retirement/resignation or the 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) (whichever is the greater).
Parental leave	Must be kept for 8 years - Parental Leave Act 1998



	Retain for 8 years or the 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) (whichever is the greater). There is a statutory requirement to retain for 8 years.
Force Majeure leave	Retain for 8 years or the 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) (whichever is the greater). There is a statutory requirement to retain for 8 years.
Carers leave	Must be kept for 8 years - Carer's Leave Act 2001  Retain for 8 years or the 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) (whichever is the greater). There is a statutory requirement to retain for 8 years
Working Time Act (attendance hours, holidays, breaks)	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). There is a statutory requirement to retain for 3 years
Allegations/complaints	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). <b>Please note</b> the relevant DE Circular re Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record.
Grievance and Disciplinary records	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). <b>Please note</b> the relevant DE Circular re Disciplinary Procedures in relation to the period of time for which a warning remains "active" on an employee's record.
Confirmation of compliance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and with relevant Department's circulars in relation to Garda vetting. This to include Garda Vetting Disclosures.	Retain for duration of employment plus 12 months.
<b>SNA Appointments</b>	<b>Comments</b>
A copy of the advertisement.	These requirements are taken from 2019 DE Circular on Recruitment and Appointment Procedures for Special Needs Assistants (SNAs)  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)
The applications for the post.	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)

Criteria for assessment of applicants.	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)
Certified copy of Panel Form 1 (PF1) (if applicable)	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)
Any documents and/or notes created by the Selection Board.	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)
The Selection Board Report – including all records below.	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)
6 Confirmation of verification of references from previous employers.	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)
A copy of the applicant's educational qualifications.	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)
Confirmation of compliance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and with relevant Department's circulars in relation to Garda vetting. This to include Garda Vetting Disclosures.	Retain for duration of employment plus 12 months.
A copy of the confirmation of medical fitness received from the Occupational Health Service.	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)

Any other relevant documentation relating to an individual SNA's appointment.	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)
Record of the Patron's/CE/BOM's approval of the appointment (not applicable in community and comprehensive sector)	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)
Completed contract of employment i.e. signed by the employer and the SNA.	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)
A copy of the appointment form completed by both parties that was submitted to the paymaster.	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)
A copy of the applicant's educational qualifications.	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)

<b>Occupational Health Records</b>	<b>Comments</b>
Sickness absence records/certificates	Re sick leave scheme (1 in 4 rule) ref DE 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).
Pre-employment medical assessment	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).

Occupational health referral	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), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy.
Correspondence re retirement on ill-health grounds	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).
Accident/injury at work reports	Retain for 10 years, or the duration of the 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), whichever is the greater.
Medical assessments or referrals	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).
Sick leave records (sick benefit forms)	In case of audit/refunds, Current year 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)
Return to Work Forms (Covid)	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)

<b>Superannuation /Pension /Retirement records</b>	<b>Comments</b>
Records of previous service (incl. correspondence with previous employers)	DE advise that these should be kept indefinitely.
Pension calculation	Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee 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) (whichever is the longer)
Pension increases (notification to Co. Co.)	Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee 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) (whichever is the longer)
Salary claim forms	Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee 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) (whichever is the longer)

<b>Government returns</b>	<b>Comments</b>
Any returns which identify individual staff/pupils,	Depends upon the nature of the return. If it relates to pay/pension/benefits of staff, keep indefinitely as per DE guidelines. If it relates to information on students, e.g. October Returns, Annual Census etc., keep in line with "Student Records" guidelines above.

<b>Board of Management Records</b>	<b>Comments</b>
Board agenda and minutes	Indefinitely. These should be stored securely on school property
School closure	On school closure, records should be transferred as per Records Retention in the event of school closure/amalgamation. A decommissioning exercise should take place with respect to archiving and recording data.
<b>Other school based reports/minutes</b>	<b>Comments</b>
CCTV recordings	30 days in the normal course, but longer on a case-by-case basis e.g. where recordings/images are requested by An Garda Síochána as part of an investigation or where the records /images capture issues such as damage/vandalism to school property and where the images/recordings are retained to investigate those issues.
Principal's monthly report including staff absences	Indefinitely. Administrative log and does not relate to any one employee in particular: the monthly reports are not structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible. Not a "relevant filing system".
<b>Financial Records</b>	<b>Comments</b>
Audited Accounts	Indefinitely
Payroll and taxation	Revenue Commissioners require that records be kept for at least six years after the end of the tax year. Records must be made available for inspection by authorised officers of the Revenue Commissioners or of the Dept. of Social Protection.  Note: The DE requires of schools that "pay, taxation and related school personnel service records should be retained <b>indefinitely</b> within the school. These records can be kept either on a manual or computer system.

Invoices/back-up records/receipts	Retain for 7 years
-----------------------------------	--------------------

Promotion process	Comments
Posts of Responsibility	Retain indefinitely on master file as it relates to pay/pension etc. (See DE guidelines)
Calculation of service	Retain indefinitely on master file as it relates to pay/pension etc. (See DE guidelines)
Promotions/POR Board master files	Retain in line with the personnel file.
Promotions/POR Boards assessment report files	Retain original on personnel file in line with retention periods in "Staff Records" retention guidelines above
POR appeal documents	Retain original on personnel file, and copy of master & appeal file. Retain for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings on school). Copy on master and appeal file.
Correspondence from candidates re feedback	Depends upon the nature of feedback. If feedback is from an unsuccessful candidate who is not an employee within the school, keep in line with retention periods in "Staff Records" above. If feedback is from a successful candidate or from an unsuccessful candidate who is already an employee within the school, keep in line with "Staff personnel while in employment" above.

---

13

14

---

## 15 Appendix 6 - Reference sites

Data Protection Act 2018 <http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>

General Data Protection Regulation (GDPR official text) 2016 <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

General Data Protection Regulation (GDPR unofficial web version) 2016 <https://gdpr-info.eu/>

GDPR for Schools website <https://gdpr4schools.ie/>

Data Protection for Schools <http://dataprotectionschools.ie/en/>

Irish Data Protection Commission <https://www.dataprotection.ie/>

Data Breach Report <https://forms.dataprotection.ie/report-a-breach-of-personal-data>

European Data Protection Board (EDPB) <https://edpb.europa.eu/>

EDPB Guidelines, Recommendations and Best Practices on GDPR  
[https://edpb.europa.eu/our-work-tools/general-guidance/gdpr-guidelines-recommendations-best-practices\\_en](https://edpb.europa.eu/our-work-tools/general-guidance/gdpr-guidelines-recommendations-best-practices_en)

PDST Technology in Education <https://www.pdsttechnologyineducation.ie>

Cyber Security Centre (Ireland) <https://www.ncsc.gov.ie/>

Cyber Security Centre (UK) <https://www.ncsc.gov.uk/>





---

## 16 Appendix 7 - Privacy Notice to Staff



### Privacy Notice to staff

By applying to work at or working at Nun's Cross National School, you acknowledge that your personal data shall be processed by Nun's Cross National School.

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 your rights.

If you need more information, please see our Data Protection Policy available at [www.nunscross.ie](http://www.nunscross.ie)

#### 1. Who we are:

We are Nun's Cross National School.

Our address and contact details are Ashford, co. Wicklow, A67HK70. Our email address is [secretary@nunscross.ie](mailto:secretary@nunscross.ie) and our telephone number is 0404 40700.

We provide primary education in a fully vertical, co-educational setting.

For more information visit our website at [www.nunscross.ie](http://www.nunscross.ie).

#### 2. The information we collect about you

---

When you apply to work at or work at Nun's Cross National School, we collect and use your personal data.

The personal data we collect can include information about your-

- ★ identity and contact details (name, address, phone number)
- ★ images/photo (blog, website, school photos and school calendar)
- ★ PPS number
- ★ Next of kin and emergency contact numbers
- ★ Salary, annual leave, pension and benefits information
- ★ Bank account details, payroll records, PPS number and tax status information
- ★ Recruitment information, including references and other information included in a CV or cover letter or as part of the application process
- ★ Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- ★ Outcomes of any disciplinary and/or grievance procedures
- ★ Leave, including sick leave, parental leave, maternity leave

Further details of the data we collect about you can be found in our Data Protection Policy.

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

We use your personal data for purposes including:

- Helping us to run the school
- Enabling you to be paid
- Facilitating safe recruitment of staff
- Supporting effective performance management
- Informing our recruitment and retention policies

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at [www.nunscross.ie](http://www.nunscross.ie)

### **4. Who we share your information with**

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with third parties, including other Government bodies, including-

- ★ Dept of Education
- ★ Medmark
- ★ The Teaching Council

For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

5. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **6. We do not engage in automated decision making/profiling.**

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

---

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish working at Nun's Cross National School. For further information on the retention periods, please see our data retention schedule.

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

- (a) Right to complain to the supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see section 6 of our Data Protection Policy available at [www.nunscross.ie](http://www.nunscross.ie)

**9. Contact**

**Primary/Post-Primary Voluntary Sector/Community Comprehensive Sector:**

If you would like to discuss anything in this privacy notice, please contact the principal at [secretary@nunscross.ie](mailto:secretary@nunscross.ie) in this school.

---

## 17 Appendix 8 - Privacy Notice to Parents/guardians



### Privacy Notice to students (and their parents/guardians)

By enrolling in and attending Nun's Cross National School, you acknowledge that your personal data (including special category personal data) shall be processed by Nun's Cross National School.

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 your rights.

If you need more information, please see our Data Protection Policy available at [www.nunscross.ie](http://www.nunscross.ie).

#### 1. Who we are:

We are Nun's Cross National School.

Our address is Ashford, co. Wicklow, A67HK70. Our contact details are as follows - email [secretary@nunscross.ie](mailto:secretary@nunscross.ie) and phone number is 0404 40700.

We provide primary education in a fully vertical, co-educational setting.

For further information, please refer to our Data Protection Policy available at [www.nunscross.ie](http://www.nunscross.ie).

#### 2. The information we collect about you

When you are a student with Nun's Cross National School, we collect and use your personal data.

The personal data we collect can include information about your identity and contact details; images/photo (blog and website); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants etc.); and other personal data.

Further details of the data we collect about you can be found in our Data Protection Policy.

As pupils in this school are under 18 years on enrolment, we collect the name, address, contact details and

---

other information about your parents/guardians. As pupils in this school are under 18 years of age, parents/guardians are consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

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

We use your personal data for purposes including:

*your application for enrolment;*  
*to provide you with appropriate education and support;*  
*to monitor your academic progress;*  
*to care for your health and well-being;*  
*to care for our staff and students;*  
*to process grant applications, fees and scholarships;*  
*to coordinate, evaluate, fund and organise educational programmes;*  
*to comply with our legal obligations as an education body;*  
*to comply with our monitoring and reporting obligations to Government bodies,*  
*to process appeals, resolve disputes, and defend litigation etc.*

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to Appendix 5 of our Data Protection Policy available at [www.nunscross.ie](http://www.nunscross.ie).

### **4. Who we share your information with**

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

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

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you 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 advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

**5. We do not transfer your personal data to a third country or international organisation / The school will ensure that any transfers to third countries, and any subsequent processing, is carried out in strict compliance with recognised safeguards or derogations (i.e., those approved by the Irish Data Protection Commission).**

**6. We do not engage in automated decision making/profiling.**

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

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Nun's Cross National School. For further information on the retention

---

periods, please see our data retention schedule which is available as appendix

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

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see **section X** of our Data Protection Policy available at [www.nunscross.ie](http://www.nunscross.ie).

**9. Contact**

If you would like to discuss anything in this privacy notice, please contact the principal at: [secretary@nunscross.ie](mailto:secretary@nunscross.ie) or call at 0404 40700 in this school.



### Nuns' Cross Website Privacy Statement

#### **Website of Nuns Cross National School**

Nun's Cross National School is committed to preserving the privacy of all visitors to [www.nunscross.ie](http://www.nunscross.ie) ("our website"). This privacy statement relates to our practices in connection with our website and is designed to assist you in understanding how we collect, use and safeguard the personal information you provide to us and to assist you in making informed decisions when using our site and our services. Nun's Cross National School fully respects your right to privacy. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information using the "*Contact us*" form.

By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts 1988 to 2018, the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011 and the EU General Data Protection Regulation (GDPR). Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

#### **What information we collect?**

When you visit our website you may provide us with two types of information:

- Personal information you knowingly choose to disclose that is collected on an individual basis, and
- Statistical web site use information collected on an aggregate basis as you and others browse through our website.

#### **Information, Personal and non-personal, you choose to provide**

→ Email address



---

When you visit our website you may wish to provide certain information about yourself, such as when you complete our “*Contact Us*” form. Nun’s Cross National School does not collect any personal data about you on this website, apart from the information which you volunteer to send us in the “*Contact Us*” form.

→

→ Web Site Use Information

Where you visit our website, certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, non-individual basis. This information may include the IP address from which you access our website, the type of internet browser used to access our website, the type of operating system used to access our website, the “top-level” domain name used (ie, .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website

→

→ How Do We Use the Information That You Provide to Us?

Any information, which you provide using the “*Contact Us*” form, is not made available to any third parties and is only used by Nun’s Cross National School in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the “*Contact Us*” form or to address any other feedback which you send us in the “*Contact Us*” form)

→

→ Disclosure to Other People:

We do not disclose, sell or distribute any personal information which you send to us to any third parties. We may pass aggregate information on the usage of our site to third parties, but this will not include information that can be used to identify you. Your personal data may also be anonymised and used for statistical purposes. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

→ IP Addresses:

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to help identify you and to gather broad demographic information.

**What Are Cookies?**

Cookies are a feature of web browser software that allows web servers to recognise the computer used to access a website. Cookies are small pieces of data that are stored by a user's web browser on the user's hard drive.

---

Cookies can remember what information a user accesses on one web page to simplify subsequent interactions with that web site by the same user or to use the information to streamline the web page and to complete commercial transactions over the Internet. Cookies should make your online experience easier and more personalized.

*Our website uses cookies to keep track of your access to the site. By using our website, you agree that we can place these types of cookies on your device.*

Your browser will give you the option of preventing websites using cookies, or deleting cookies that have been accepted. Your browser's help service or help manual will show you how this is done. If you do not want your browser to accept cookies, you can "turn off" the cookie acceptance setting on your browser setting. However you must note that this may stop our website from working properly on your device. If you do not change your browser settings to refuse cookies, our website will issue cookies when you visit our website. If you continue to use our website, you agree and consent to our use of cookies on your device.

---

## → **Functional and Required Cookies**

Squarespace uses some necessary cookies because they allow visitors to navigate and use key features on your site. These cookies vary from site to site depending on the features it uses. For example, Functional and Required Cookies help these features work

<i>Name</i>	<i>Purpose, type, and duration</i>
_acloggedin	<ul style="list-style-type: none"><li>● Supports login by Scheduling client if the client has an account.</li><li>● Cookie</li><li>● January 1, 2025</li></ul>
_client_acloggedin	<ul style="list-style-type: none"><li>● Supports login by Scheduling client if the client has an account.</li><li>● Cookie</li><li>● January 1, 2025</li></ul>

---

algoliasearch-client-js

- Adds auto-populated suggestions to address fields in Scheduling to help clients complete forms faster.
- localStorage
- Persistent

AWSALB, AWSALBCORS

- Improves performance in Scheduling by using one server for the duration of the session.
- Cookie
- 1 week

CART

- Shows when a visitor adds a product to their cart
- Cookie
- 2 weeks

CHECKOUT\_WEBSITE

- Identifies the correct site for checkout when [Checkout on Your Domain](#) is disabled.
- Cookie
- Session

Commerce-checkout-state

- Stores state of checkout while the visitor is completing their order in PayPal
- sessionStorage
- Session

Crumb

- Prevents [cross-site request forgery \(CSRF\)](#).
- Cookie
- Session

---

hasCart	<ul style="list-style-type: none"><li>● Tells Squarespace that the visitor has a cart</li><li>● Cookie</li><li>● 2 weeks</li></ul>
Locked	<ul style="list-style-type: none"><li>● Prevents the password-protected screen from displaying if a visitor enters the correct site-wide password.</li><li>● Cookie</li><li>● Session</li></ul>
PHPSESSID	<ul style="list-style-type: none"><li>● Securely authenticates a visitor during their checkout in Scheduling.</li><li>● Cookie</li><li>● 1 month</li></ul>
RecentRedirect	<ul style="list-style-type: none"><li>● Prevents redirect loops if a site has <a href="#">custom URL redirects</a>. Redirect loops are bad for SEO.</li><li>● Cookie</li><li>● 30 minutes</li></ul>
remember_client	<ul style="list-style-type: none"><li>● Remembers Scheduling client's login details if they have an account.</li><li>● Cookie</li><li>● 365 days</li></ul>
siteUserCrumb	<ul style="list-style-type: none"><li>● Prevents <a href="#">cross-site request forgery (CSRF)</a> for logged in site users.</li><li>● Cookie</li><li>● 3 years</li></ul>

---

SiteUserInfo	<ul style="list-style-type: none"><li>● Identifies a visitor who logs into a <a href="#">customer account</a></li><li>● Cookie</li><li>● 3 years</li></ul>
SiteUserSecureAuthToken	<ul style="list-style-type: none"><li>● Authenticates a visitor who logs into a customer account</li><li>● Cookie</li><li>● 3 years</li></ul>
squarespace-announcement-bar	<ul style="list-style-type: none"><li>● Prevents the <a href="#">announcement bar</a> from displaying if a visitor dismisses it</li><li>● localStorage</li><li>● Persistent</li></ul>
squarespace-likes	<ul style="list-style-type: none"><li>● Shows when you've already "liked" a blog post.</li><li>● localStorage</li><li>● Persistent</li></ul>
squarespace-popup-overlay	<ul style="list-style-type: none"><li>● Prevents the <a href="#">promotional pop-up</a> from displaying if a visitor dismisses it</li><li>● localStorage</li><li>● Persistent</li></ul>
ss_sd	<ul style="list-style-type: none"><li>● Ensures that visitors on the <a href="#">Squarespace 5 platform</a> remain authenticated during their sessions.</li><li>● Cookie</li><li>● Session</li></ul>

---

Test

- Investigates if the browser supports cookies and prevents errors.
- Cookie
- Session

TZ

- Allows a Scheduling client's appointments to display correctly based on their time zone preferences.
- localStorage
- Persistent

### Analytics and Performance Cookies

Squarespace uses Analytics and Performance cookies to collect information on your behalf about how visitors interact with your site. Storing these cookies is how we populate the data you find in [Squarespace Analytics](#), such as [traffic sources](#), [unique visitors](#), and [cart abandonment](#).

You can [disable Squarespace Analytics and Performance cookies](#) at any time.

Cookie Name	Duration	Purpose
ss_cid	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cookieAllowed	30 days	Remembers if a visitor agreed to placing Analytics cookies on their browser if a site is restricting the placement of cookies

---

ss_cpvisit	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvisit	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvr	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvt	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site

## Security

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under Data Protection Acts 1988 to 2018. We take our security responsibilities seriously, employing appropriate physical and technical measures. We review our security procedures regularly.

## Retention

We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us. Any personal data which you provide to us using this website will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the “*Contact Us*” form or to address any other feedback which you send us in the “*Contact Us*” form) and after this purpose has been completed, we will delete your personal data.

## Accessing Your Information

You are entitled to see the information we hold about you. On written request, we supply copies of your personal data, which you may have supplied to us using our website. If you wish to obtain copies of this personal data, you should write to the Board of Management of Nun's Cross National School at [secretary@nuncross.ie](mailto:secretary@nuncross.ie) and ask that it provides you with an Access Request Form. Your request will be

---

dealt with as soon as possible and will not take more than a month to process. If you discover that Nun's Cross National School holds inaccurate information about you, you can request that we correct/delete that information.

### **Websites Linked to Our Website**

Our website may, from time to time, contain links to and from third party websites. We are not responsible for the practices employed by websites linked to or from our website nor the information or content contained therein. Often links to other websites are provided solely as pointers to information on topics that may be useful to the users of our website

Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding

By using our website you consent to our collection and use of your personal information as described in this Privacy Policy. If we change our privacy policies and procedures, we will post those changes on our website to keep you abreast of any developments

### **Contacting Us**

If you are concerned about how your personal data is processed by our website, please bring your concerns to our attention using the contact details below:

The Board of Management,

Nun's Cross National School,

Ashford,

Co. Wicklow

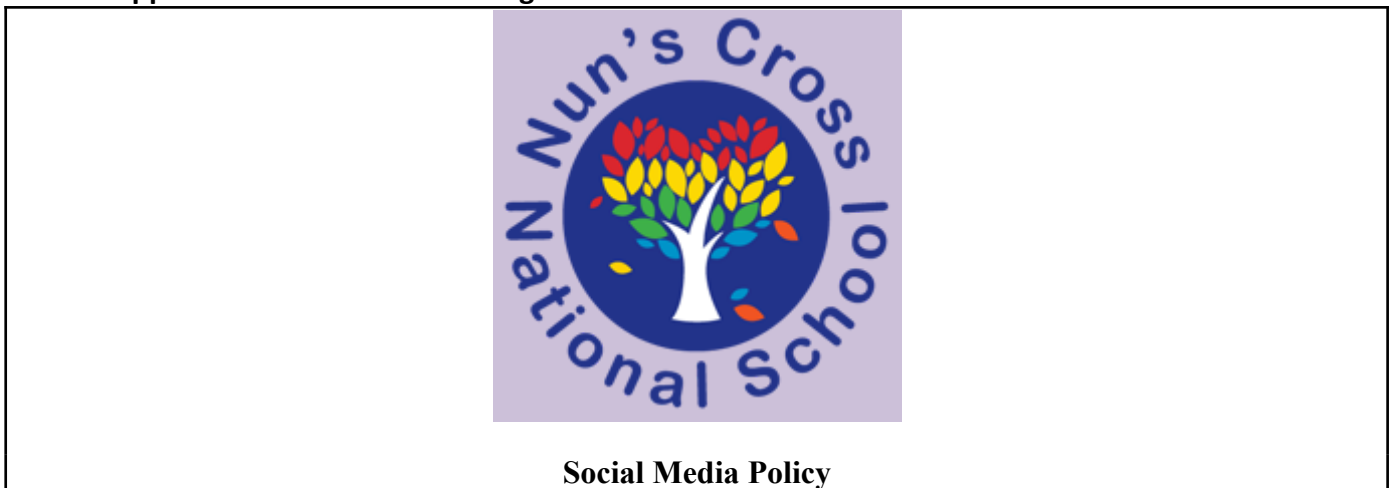
A67HK70

or by email to [secretary@nuncross.ie](mailto:secretary@nuncross.ie)

### **Changes to the Privacy Policy**

From time to time we may update this Privacy Policy in line with website changes that may affect the personal information we gather about you. It is assumed that you accept such changes if you continue to use the site and services.





Nun's Cross National School's website and blog are administered by the school principal. This policy details the type of content we publish as well as how we interact with others on these platforms.

Our school website allows us to communicate news and updates in a timely manner.

**Where we engage**

Nun's Cross National School will engage on:

📺 Our Website ([www.nunscross.ie](http://www.nunscross.ie)) and our blog ([www.nunscross.ie/news](http://www.nunscross.ie/news))

Nun's Cross National School may decide to utilise additional/other forms of social media

---

in the future, at which point this policy will be updated.

## **Content**

Visitors to our website and blog can expect information including:

- Important Policy content
- Staff contact details (school email addresses)
- Intention to enrol forms
- Monthly Newsletter
- Photos of pupils (whose parents have consented to their use on the website)
- School contact details
- Coverage of events attended or organised by Nun's Cross National School
- Content from other organisations where appropriate
- Other practical information on Special Education

## **Social Media Policy**

Updated: March 2023

### **Followers/Abusive/Spam Language:**

The online presence of Nun's Cross National School does not allow for posts or content to be commented on or followed.

.

### **Blog Policy particulars**

#### **About our blog**

If you are unfamiliar with blogs, they are essentially websites that are updated frequently. Administrators (in our case teachers) can add posts which contain class news, learning stimuli and/or work samples. We will use our blog to document what is happening in Nun's Cross N.S.

#### **Why blog?**

I have seen so many benefits for students.

1. One of the fantastic features of blogs is that student work and achievements can be shared with a wide, authentic audience. Instead of only the teacher seeing students' creations, parents and students can view selected work.
2. Having a blog helps to strengthen home-school partnerships and build a sense of classroom community. Is your child ever reluctant to tell you what they're doing at school? Blog posts can be excellent conversation starters for your family.
3. One of the most rewarding experiences that blogging offers is the opportunity to make global connections. We are able to communicate with blogging buddies from all over the world and learn from and with them. Blogs flatten our classroom walls!

#### **Information regarding our school blog**

1. Students' first names, photos, work, video and school name MAY be included on the blog.
2. Student names WILL NOT be matched with their photo.
3. Students' surnames, address, email address, phone number, specific plans, date of birth and other personal information WILL NOT be included on the blog.

- 
4. Posts will be written by teachers. Teachers each have their own login information through which they create posts.
  5. Posts will be checked by the administrator (Miss Ward) before they are published on the blog.
  6. Students will not be able to log in and write posts.
  7. There may be times where students are given opportunities to contribute to the blog through writing posts. This may include green schools representatives, active schools representatives or student council representatives. When this is the case, verbal parental permission will be sought before the writing commences. Where students are enlisted to write blog posts, they will be supervised in doing so. They will be granted access through the supervising teacher who will check the post before saving the information as a draft. The post will be given a final check by Miss Ward before it is published.
  8. Our blog has a no comments policy. Posts are there to be read and seen.

### **Data Protection**

The public should not post any personal information publicly, and if they do so it is done at their own risk.

### **Review of Policy**

Nun's Cross National School will review this Policy over time in the light of any ongoing operational, procedure amendments.

## **22 Appendix 11 - Mobile Phone Policy**



### **Mobile Phone Usage Policy**

#### **Introduction:**

Nun's Cross National School recognises that mobile phones are an integral part of peoples' culture and way of life and can have considerable value, particularly in relation to individual safety.

#### **Rationale:**

It is recognised that technology will play an increasing part in future learning practices, but, like existing ICT use, this should follow agreed rules and guidelines to prevent disruption and instil good learning habits. Staff members are required to always use phones and devices responsibly. The school uses photos and videos of the students during work times to assess their learning and create a visual portfolio which

---

will be shared with parents at the end of their academic year. The school also takes photos and videos of group activities, community outings, independent skills (making their lunch etc), social interactions/games etc. These are also displayed in the portfolio and the end of year and at the end of year celebration. As a school, we want to ensure that all students (who have parental permission) have a large bank of photos from across the years they spend in Nun's Cross National School to document their time with us. The school has a limited number of iPads to take photos and videos, therefore, staff members are encouraged to use their phones to take photos of students where parental permission is granted. This permission will be sought from parents at the beginning of each academic year. (Appendix 1) Withdrawal of permission can be requested at any time by notifying the school principal via email. The school therefore accepts that staff members are permitted to bring mobile phones and digital devices to school but that their use is subject to the following guidelines:

1. Staff members that use their personal phones to take photos/videos of student/s need to send these to their class teachers immediately. The class teacher will then save them to a folder in their secure Google Drive. This is a password protected application that teachers have downloaded on their phones. The only person that can view these pictures are the class teachers. All staff members need to take responsibility to ensure that all photos/videos are deleted from their phone completely before they leave school at each given day. (Appendix 2)
2. The transmission of some images/information is a criminal offence and will be dealt with as such by the school.
3. Nun's Cross National School aims to provide effective teaching and learning in a safe and caring atmosphere. Phones can disrupt effective teaching and learning, even when in silent mode, and irresponsible use can lead to child protection and data protection being compromised.
4. Nun's Cross National School expects that staff members will not be answering phone calls or answering text messages during the school day except during break times. Some staff members have received permission from the class teacher/principal to have their phone on them in order to receive a phone call/take pictures of students in a particular activity.
5. Mobile phones are a valuable item that can be broken. Responsibility for the phone rests with the staff member and the school accepts no financial responsibility for damage, loss, or theft.
6. In the case of a student, a Parent/Guardian must have given permission for such photographs/videos to be taken of their son/daughter. This permission will be sought and filed in the student's file. Parents can withdraw consent at any stage.
7. Permission will be sought from all staff members who may be included in a student's photo/video e.g. 1:1 work times/group etc. This permission will be filed by the principal and staff members are able to withdraw consent at any stage by notifying the principal.
8. This policy should be read in conjunction with the school GDPR policy, and any breeches will be dealt with as specified therein

NOTE:

All staff members have the responsibility to follow the above guidelines as laid out in this policy. If the In School Management (ISM) team are made aware of a staff member/s that are not following the above guidelines, then the staff member will be spoken to by the school principal. If the staff continues to not adhere to the guidelines the principal will report this to the Board of Management.

---

This policy was ratified by the Board of Management on \_\_\_\_\_

Chairperson of the Board of Management:

\_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1

[https://docs.google.com/forms/d/e/1FAIpQLScMsBhiMVvqgtoE6Cp5yYzi3\\_rTKnUD2uh0nDIwP1sCa2arGg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScMsBhiMVvqgtoE6Cp5yYzi3_rTKnUD2uh0nDIwP1sCa2arGg/viewform?usp=sf_link)

Mobile phone use policy

### MOBILE PHONE USAGE – PARENTAL PERMISSION

I Understand that staff members may use their phones on occasions to take photos/videos of my child. These photos/videos will be used during work times to assess their learning and create a visual portfolio which will be shared with parents at the end of their academic year. The school staff may also take photos and videos of group activities, community outings, independent skills (making their lunch etc), social interactions/games etc. These are also displayed in the portfolio at the end of year and at the end of year celebration.

\* Required

Name \*

Your answer

I give my permission for my child's photo/video to be taken on a staff members personal phone with the understanding that it is sent to the class teacher at the end of the school day. \*

Yes

No

I understand that all staff members have been informed by the school management team to delete all photos/videos of students from their phones before leaving the school premises at the end of the day. \*

Yes

---

No

I understand that the class teacher will then save these photos/videos to a folder on DROPBOX. This is a password protected application that teachers have downloaded on their phones. The only person that can access these photos/videos are the class teachers. \*

yes

No

I understand that I can withdraw my permission at any time by contacting the principal. \*

Yes

Appendix 2

[https://docs.google.com/forms/d/e/1FAIpQLSeShHewK7mrZ9hoEYABcthj6jkkNS2RPcSdb3nF2y5pYjEG3g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeShHewK7mrZ9hoEYABcthj6jkkNS2RPcSdb3nF2y5pYjEG3g/viewform?usp=sf_link)

Mobile phone use policy-Staff members

MOBILE PHONE USAGE - STAFF

I Understand that I, as a staff member of **Name of School**, may use my phone on occasions to take photos/videos of the students in the school. These photos/videos will be taken during work times to assess their learning and create a visual portfolio which will be shared with parents at the end of their academic year. I may also take photos and videos of group activities, community outings, independent skills (making their lunch etc), social interactions/games etc. These are also displayed in the portfolio at the end of year and at the end of year celebration.

\* Required

Name \*

Your answer

I understand that I have permission to take photos/videos of school students on my personal phone with the understanding that I send these photos/videos to the class teacher at the end of the school day. \*

Yes

No

I understand that it is my responsibility to delete all Photos and videos of students off my phone before leaving the school premises every day \*

yes

No

I understand and I give my permission for my image to be included in some of the photos/videos that are captured of the students during 1:1/group work times. \*

Yes

No

I understand that I can withdraw permission for use of my image at any stage \*

Yes

---

No