

## **ST GABRIELS PRIMARY SCHOOL PRIVACY NOTICE TO PARENTS / GUARDIANS**

By enrolling in and attending St Gabriel's Primary School you acknowledge that your personal data will be processed by St Gabriel's Primary School. The purpose of this Privacy Notice is to better inform you of the following:

### **WHO WE ARE**

- We are St Gabriel's Primary School, Ballyfermot, D10KD76. Ph: 01 6265858. [office@stgabrielsprimary.ie](mailto:office@stgabrielsprimary.ie)
- We provide primary education

### **THE INFORMATION WE COLLECT ABOUT YOU**

The data we collect can include information about your identity, contact details; images/photo (including CCTV); family details; 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 e.g. payments for books, tours and other personal data.

### **HOW AND WHY WE USE YOUR INFORMATION AND THE LEGAL BASIS**

We use your personal data for purposes including:

- *to process the enrolment application of your child*
- *to provide your child with appropriate education, pastoral care and support*
- *to monitor your child's academic progress*
- *to care for your child's health and well-being*
- *to care for our staff and pupils*
- *to process grant applications and other funding*
- *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.*

### **WHO WE SHARE YOUR INFORMATION WITH**

We share your personal data with third parties, including other Government bodies. This includes the Department of Education and Skills, NCSE, ERC, 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. We share your personal data e.g. name and contact details with the local Parish if children are Catholic and parents wish them to receive Church sacraments such as First Communion and Confirmation. We also share your personal data with other third parties our insurance company and other service providers (IT providers, legal advisors etc.). We are legally required to provide certain records relating to the progress of a pupil (under 18 years) in his/her education to the pupil's parents/guardians, including results of assessments. If a pupil transfers to another school we share the pupil's most recent end of year school report with the new school. We do not transfer your personal data to a third country or international organisation. We do not engage in automated decision making/profiling

### **HOW LONG WE HOLD YOUR CHILD'S DATA**

- Some personal data is kept for a short period and will be destroyed at the end of each academic year
- Some data we retain for a longer period e.g. enrolment forms are retained until your child reaches 25 years
- Some data is never destroyed e.g. Roll Books and School Registers

### **YOU HAVE THE FOLLOWING STATUTORY RIGHTS THAT CAN BE EXERCISED AT ANY TIME**

Right to complain to supervisory authority, right of access, right to rectification, right to be forgotten, right to restrict processing, right to data portability and the right to object to automated decision making/profiling

**For further information, see our Data Protection Policy or contact us at [principal@stgabrielsprimary.ie](mailto:principal@stgabrielsprimary.ie)**