

**ST. DYMPHNA'S SCHOOL**  
**PRIVACY NOTICE- STUDENTS, PARENTS/GUARDIANS**

February 2019

By enrolling in and attending St. Dymphna's School you acknowledge that your personal data (including special category personal data) will be processed by St. Dymphna's School.

The purpose of this Privacy Notice is to better inform you of

Who we are

What personal data we collect about you and your child who is enrolled and attends our school

How and why we use your personal data

Who we share your personal data with

The reasons why we share your personal data

How long we keep your personal data

Your rights as a Data Subject – the person about whom we collect and store personal data

If you need more information, please see our Data Protection Policy posted on our website [www.stdymphna.ie](http://www.stdymphna.ie) *This policy is also displayed in our school main entrance and available on request.*

**WHO WE ARE:**

St. Dymphna's School is designated by the Department of Education and Skills as a Special school for pupils from 4 to 18 years of age with a Mild General Learning Need. We also accept a maximum of eight pupils with a Moderate General Learning Need who would be able to access the curriculum we offer.

We provide Primary and Post Primary Education (Refer to our school's Mission Statement and information booklet)

Our address and contact details are Convent Hill, Ballina, Co Mayo. Tel 096-21006.

For further information, see our Data Protection Policy posted on our website and available in school on request.

**THE INFORMATION WE COLLECT ABOUT YOU**

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

Information required for the administration of the bus escort scheme (See additional

information on this)

Information required for the completion of QQI Awards through NALA. (With parental consent) and other personal data.

Further details of the data we collect about you can be found in our Data Protection Policy available on our website, at our school main entrance or on request.

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

We use your personal data for purposes including:

- *your application for the enrolment of your child*
- *to provide your child with appropriate education 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.*

For further information on what data we collect, why we collect it, how we use it and the legal basis for same, please refer to our Data Protection Policy Section 7.2.

## **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, 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 (IT providers, security 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.

Parental consent will be required for referrals to outside agencies that may provide the

school with support services including WCA and the HSE.

Pupils in the Transition Class have the opportunity to complete QQI Awards through NALA. A data consent form will be sent to all parents detailing the information required, what the information will be used for and who it will be shared with.

Parents consent will be required for the school to make any referral to outside services e.g. psychology, behaviour support, Physiotherapy,  
If for any reason a staff member from any service outside the school wants information about your child, e.g. WCA support worker or HSE therapists, you will be asked to give your consent for this.

### Bus Escort Scheme

As the bus escort scheme is administered by another school parents/guardians consent will be required for information for the operation of the scheme to be given to the bus escort administrator. Parents will be advised of the information required, the purpose it will be used for, who it will be shared with and how long this information will be kept.

For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available at *by request, at the school main entrance and on our school website*

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 only kept for a short period e.g. data no longer needed will be safely destroyed at the end of an academic year

Some data we retain for a longer period e.g. data is kept till you leave the school.

Some data is never destroyed- see schools Data Retention schedule which is displayed in school entrance, available on request, and on our school website.

Parents/guardians should contact us if they require any further information on this.

## **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

- Right to object and automated decision making/profiling

**CONTACT**

If you would like to discuss anything in this privacy notice, please contact the school at 096 21006. E mail: [saintd.ias@eircom.net](mailto:saintd.ias@eircom.net)

Ratified by BOM on .....

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Chairperson