

St. Michael's School Privacy Notice

By enrolling your child in St. Michael's, you acknowledge that your child's personal data (including special category personal data) shall be processed by St. Michael's 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 the school.

1. Who we are:

We are St Michael's School, New Rd., Castlerea, Co. Roscommon 09496 20523

We provide education for students who have special educational needs.

For further information, our Data Protection Policy available at the school.

2. The information we collect about your child

The personal data we collect can include information about your child's 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 fees, grants etc); and other personal data.

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

Parent/guardians are consulted and asked to give consent annually for certain things like taking photographs, going on school trips etc.

3. How we use your child's information and the legal basis

We use your child's personal data for purposes including:

application for enrolment;

to provide appropriate education and support;

to monitor progress;

to care for health and well-being;

to care for our staff and students;

to process grant applications etc;

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 available at the school.

4 Who we share your child's information with

We share your child's 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 personal data will use personal data for their own purposes (including: to verify other information they already hold etc) and they may aggregate it with other information they already hold about your child and your family. We also share 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.

5 We do not transfer your personal data to a third country or international organisation.

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

7 How long we hold your child's 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 as indicated in Department of Education and Skills circulars (e.g. retained after you leave)

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.

9 Contact If you would like to discuss anything in this privacy notice, please contact Bernadette Finnerty (Principal) at stmichaelsroscommon@gmail.com or 0949620523