

Scoil Pól

Enrolment Form

Privacy Notice



Data Controller

Scoil Pól
Kilfinane, Co. Limerick, V35 YH27.
T: 063 9119
E: secretary@scoilpol.ie

This Privacy Notice governs the manner in which Scoil Pól (the "School", "we", "us", or "our") collects, uses, maintains and discloses information collected through the application, enrolment and admissions process and the initial contact point for school admissions related enquires using School Forms.

Personal Data

Information we request from you is for the purpose of processing your school application. This is:

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme;
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments and exam results;
- State Examination Results;

This information is only used for the intended purpose but if we intend to use it for any other purpose, we will normally ask you first. In some cases, the council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we use collected information

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.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal data.

How long do we keep your personal data?

We keep your personal data for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Scoil Pól's Data Protection Policy which is available to you on request.

Sharing your personal data

We do not sell or trade personal data to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners 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. The sharing of student personal data and the nature of what is shared depends on various factors. The Government bodies to which we transfer personal data will use that 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 the data subject and the data subject's family.

We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors, consultants etc.). In accordance with our Photography Policy we may share photographs & video on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Your Rights

You can exercise the following rights:

- The right to access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to object to processing;
- The right to data portability;

Update your information and withdraw your consent

If you believe that the information we hold about you is inaccurate or request its rectification, deletion, or object to legitimate interest processing, please do so by contacting us.

Access Request

In the event you want to make a Data Subject Access Request, please contact us. We will respond to requests regarding access and correction as soon as reasonably possible. Should we not be able to respond to your request within thirty (30) days, we will tell you why and when we will be able to respond to your request. If we are unable to provide you with any Personal Data or to make a correction requested by you, we will tell you why.

Complaint to a supervisory authority

The Data Protection Commission (DPC) is Ireland's authority in matters of data protection. You have the right to make a complaint at any time to the DPC (www.dataprotection.ie). We would, however, appreciate the chance to deal with your concerns before you approach the DPC.

Data Breaches and Notification

Databases or records containing Personal Data may be breached accidentally or through unlawful intrusion. As soon as we become aware of a data breach, we will notify all affected individuals whose Personal Data may have been compromised, and the notification will be accompanied by a description of the measures that will be taken to repair the damage caused by the data breach. Notifications will be sent as soon as possible after the violation is discovered.

What we do not do

- We do not sell your Personal Data;
- We do not process special category data without obtaining prior specific consent;
- We do not process special category data without obtaining prior specific consent; and
- We do not use automated decision-making, including profiling.

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.