



Privacy Notice to students and their parents/guardians

By enrolling in and attending **Belgrove Senior Girls' Primary School**, you acknowledge that your personal data (including special category personal data) shall be processed by **Belgrove Senior Girls' Primary 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.

1. Who we are:

We are **Belgrove Senior Girls' Primary School**.

Our address and contact details are as above.

We provide primary education.

2. The information we collect about you

When you are a student with **Belgrove Senior Girls' Primary School** we collect and use your personal data.

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 fees, grants, etc); and other personal data.

Further details of the data we collect about you can be found in **Belgrove Senior Girls' Primary School** our Data Protection Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is 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.

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.

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

a. Aladdin

Further information on Privacy and Security in Aladdin is available at <https://www.aladdin.ie/content/faq?cat=About%20Aladdin%20and%20Aladdin%20Connect>

b. POD – Primary Online Database

Further information on Data Protection for POD is available at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/privacy-notice-primary-online-database.pdf>

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 **Belgrove Senior Girls' Primary School**).

Records relating to pupils/students	Primary	Confidential shredding	Comments
Registers/Roll books	Indefinitely	Indefinitely. Archive when class leaves + 2 years	Registers/Roll books
Enrolment Forms	Student reaching 18 years + 7 years	Confidential shredding	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)

Student transfer forms (Applies from primary to primary; from one second-level school to another)	If a form is used- Student reaching 18 years + 7 years	Confidential shredding	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)
Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results, Continuum of Support Documents, (Pupil Person Plan where applicable))	Student reaching 18 years + 7 years	Confidential shredding	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	Student reaching 18 years + 7 years	Confidential shredding	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)
Scholarship applications e.g. Gaeltacht, book rental scheme	Student reaching 18 years + 7 years	Confidential shredding	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)

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.

Further information : <https://gdpr4schools.ie/>