

Dundalk Grammar School - Privacy Notice

This **Privacy Notice** gives you some helpful information about what personal data we collect, who we share it with and why, how long we keep it, and your rights under the Data Protection Act 2018. It is important to note that this is just a summary of the school's Data Protection Policy. It is available in full on the school website. Also available is the schools' CCTV Policy. Please see www.dgs.ie.

Dundalk Grammar School is a provider of primary and secondary level education. By enrolling in, and attending Dundalk Grammar School, you acknowledge that your personal data (including special category personal data) shall be processed by Dundalk Grammar School. The Board of Management is nominated as the Data Controller for all personal data processed by the school. The Headmaster is responsible for implementation of the school's *Data Protection Policy* (available at www.dgs.ie).

1. Personal Data

The personal data we collect can include information about 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, scholarships etc); and other personal data. More detailed medical information may be required for our boarding students, particularly in relation to prescribed medication.

Further details of the data we collect can be found in our *Data Protection Policy* available on our website, www.dgs.ie

2. Use of personal data

We use personal data for purposes including:

- to provide information prior to application/enrolment.
- to determine whether an applicant satisfies the school's admission criteria.
- to comprehend the educational, social, physical, and emotional needs of the student.
- to deliver an education appropriate to the needs of the student.
- to ensure that any student seeking an exemption from Irish meets the criteria.
- to ensure that students benefit from relevant additional educational or financial supports.
- to contact parents/guardians in case of emergency or in the case of school closure.
- to monitor progress and to provide a sound basis for advising students and parents/guardians.
- to inform parents/guardians of their child's educational progress etc.
- to communicate information about, and record participation in, school events etc.
- to compile yearbooks, photographs, to establish a school website, and to keep a record of the history of the school.
- to comply with legislative or administrative requirements.
- to furnish documentation/ information about the student to the Department of Education and Skills, the State Examinations Commission, the National Council for Special Education, TUSLA, and others in compliance with law and directions issued by government departments.

Further details of the data we collect can be found in our *Data Protection Policy* available on our website, www.dgs.ie

3. Sharing of information

In some circumstances we share some of your personal data with others, for example other Government bodies, such as the State Examinations Commission, the Department of Education & 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 are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education with parents/guardians, including results of examinations, except in circumstances of court ordered sole custody where information will go only to that sole custodian. For further information on who we share your data with, please see our *Data Protection Policy* on the school website.

To ensure that educational services can be delivered effectively to you, we may need to provide selected third parties with limited access to relevant personal data. These third parties include sporting bodies and other service providers such as our insurance company, providers of IT and security services, legal and financial advisors, and other external data processors such as: **Tyro** (Management Information System) etc.

Dundalk Grammar School will not directly transfer your personal data outside the EEA (European Economic Area) unless you have given your explicit consent for this transfer (for example, where a student intends to transfer to another educational institution outside the EEA).

If our service providers undertake any data processing outside the EEA, we seek guarantees that they have appropriate safeguards in place, to ensure the necessary security of your personal data. Further information is available in the *Data Protection Policy*.

4. 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 Dundalk Grammar School. For further information on the retention periods, please go to the relevant section of our *Data Protection Policy*.

5. How you can exercise your rights

GDPR provides a set of statutory rights that you can seek to exercise at any time. These include:

- the right to access any personal data that the school holds on you;
- the right to seek rectification of your personal data if you believe there is an error;
- the right to seek erasure of any personal data if you believe the school no longer has a necessary purpose or lawful basis for retention.

To access these or any other rights (see *Data Protection Policy* for the full list of statutory rights) you should contact the Headmaster either by post or email (admin@dgs.ie) and he will respond to you within 30 days of receipt of your request. For further information please see Appendix 5. Managing Rights Request in the schools' Data Protection Policy.

If you have a concern about how Dundalk Grammar School has handled your personal data, you can contact the Headmaster at the school address. You also have the right to address a formal complaint to the school's Data Controller (i.e. the Board of Management).

If you are not satisfied with our response or believe Dundalk Grammar School is not processing your personal data in accordance with the law, you have a statutory right to complain directly to the Office of the *Data Protection Commission* at: Canal House, Station Road, Portarlinton, R32 AP23. Co. Laois or by email to: info@dataprotection.ie