



## Data Protection Policy

### Introductory Statement

The school's Data Protection Policy applies to the *personal data* held by the school's Board of Management (BoM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR)

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school

St Vincent's School operates a "*Privacy by Design*" method in relation to Data Protection. This means we plan carefully when gathering personal data so that we build in the *data protection principles* as integral elements of all data operations in advance. We audit the personal data we hold in order to

1. Be able to provide access to individuals to their data
2. Ensure it is held securely
3. Document our data protection procedures
4. Enhance accountability and transparency

### Rationale and background

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts 1988 to 2018 and the GDPR. This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the Principal and Board of Management to make decisions in respect of the efficient running of the School. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and Board of Management

### Scope

The Data Protection legislation applies to the keeping and processing of *Personal Data*. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to School staff, and to inform staff, students and their parents/guardians how their data will be treated. The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their *Personal Data* in the course of their dealings with the school

### Definition of Data Protection Terms

In order to properly understand the school's obligations, there are some key terms, which should be understood by all relevant school staff:

*Personal Data* means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (BoM)

*Data Controller* is the Board of Management of the school

*Data Subject* - is an individual who is the subject of personal data

*Data Processing* - performing any operation or set of operations on data, including:

- Obtaining, recording or keeping the data,



## St Vincent's Special National School



- Collecting, organising, storing, altering or adapting the data
- Retrieving, consulting or using the data
- Disclosing the data by transmitting, disseminating or otherwise making it available
- Aligning, combining, blocking, erasing or destroying the data

*Data Processor* - a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work.

### **Third party processors**

The school uses a number of third part processors to process personal data on behalf of the school. The school uses the following processors:

- Aladdin this is an administrative and record keeping system for pupils
- Seesaw is a platform for student engagement
- Smart School Accounting is a school accounting system
- Zoom is a platform for video and audio communication used to support distant meetings
- Schoolsit provide ICT support to the school
- Textaparent is a web based system enabling schools to communicate with parents and staff by sending instant text.
- **Transfers Abroad** In the event that personal data may be transferred outside the European Economic Area (EEA) the school will ensure that any such transfer, and any subsequent processing, is carried out in strict compliance with recognised safeguards or derogations (i.e., those approved by the Irish Data Protection Commission).
- I doubt that you're transferring any data outside the EU, except in the case of some apps, such as Seesaw (which is covered by the EU-US Privacy Shield, as approved by the Data Protection Commission).

### **Processing in line with data subject's rights.**

Personal Data will be processed by the school in a manner that is respectful of the rights of data subjects. Under GDPR these include

- (i) the right to information
- (ii) the right of access
- (iii) the right to rectification
- (iv) the right to erasure ("right to be forgotten")
- (v) the right to restrict processing
- (vi) the right to data portability
- (vii) the right to object
- (viii) the right not to be subject to automated decision making
- (ix) the right to withdraw consent
- (x) the right to complain.

**Right to be Informed** You are entitled to information about how your personal data will be processed. We address this right primarily through the publication of this Data Protection Policy. We also publish additional privacy notices/statements which we provide at specific data collection times, for example, our Website Data Privacy Statement is available to all users of our website. Should you seek further clarification, or information that is not explicit in our Policy or Privacy Statements, then you are requested to forward your query to the school.



## St Vincent's Special National School



**Right of Access** You are entitled to see any information we hold about you. The school will, on receipt of a request from a data subject, confirm whether or not their personal data is being processed. In addition, a data subject can request a copy of their personal data. The school in responding to a right of access must ensure that it does not adversely affect the rights of others.

**Right to rectification** If you believe that the school holds inaccurate information about you, you can request that we correct that information. The personal record may be supplemented with additional material where it is adjudged to be incomplete.

**Right to be forgotten** Data subjects can ask the school to erase their personal data. The school will act on such a request providing that there is no compelling purpose or legal basis necessitating retention of the personal data concerned.

**Right to restrict processing** Data subjects have the right to seek a restriction on the processing of their data. This restriction (in effect requiring the controller to place a “hold” on processing) gives an individual an alternative to seeking erasure of their data. It may also be applicable in other circumstances such as where, for example, the accuracy of data is being contested.

**Right to data portability** This right facilitates the transfer of personal data directly from one controller to another. It can only be invoked in specific circumstances, for example, when processing is automated and based on consent or contract.

**Right to object** Data subjects have the right to object when processing is based on the school's legitimate interests or relates to a task carried out in the public interest. The school must demonstrate compelling legitimate grounds if such processing is to continue.

**Right not to be subject to automated decision making** This right applies in specific circumstances (as set out in GDPR Article 22).

**Right to withdraw consent** In cases where the school is relying on consent to process your data, you have the right to withdraw this at any time, and if you exercise this right, we will stop the relevant processing.

**Limitations on Rights** While the school will always facilitate the exercise of your rights, it is recognised that they are not unconditional: the school may need to give consideration to other obligations.<sup>1</sup>

### Right to Complain

- (i) If you are concerned about how your personal data is being processed, then please address these concerns in the first instance to the Principal who is responsible for operational oversight of this policy.
- (ii) A matter that is still unresolved may then be referred to the school's Data Controller (i.e., the Board of Management) by writing to the Chairperson c/o school.

Should you feel dissatisfied with how we have addressed a complaint or concern that you have raised, you have the right, as data subject, to bring the matter to the attention of the Irish Data Protection Commission

The Data Protection legislation places responsibilities on such entities in relation to their processing of the data.

*Special categories of Personal Data* refers to *Personal Data* regarding a person's

- Racial or ethnic origin



## St Vincent's Special National School



- Political opinions or religious or philosophical beliefs
- Physical or mental health
- Sexual life and sexual orientation
- Genetic and biometric data
- Criminal convictions or the alleged commission of an offence
- Trade union membership

*Personal Data Breach* – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it occurs. The school will comply with GDPR legislation with regard to notification of data breaches and the school will retain records that document its handling of any personal data breaches. These records will clearly set out the facts relating to any personal data breach, its effects and the remedial action taken.

### Data Protection Principles

These principles, set out under GDPR, establish a statutory requirement that personal data must be:

- (iii) processed lawfully, fairly and in a transparent manner (**lawfulness, fairness and transparency**);
- (iv) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (**purpose limitation**);
- (v) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (**data minimisation**);
- (vi) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (**accuracy**);
- (vii) kept for no longer than is necessary for the purposes for which the personal data are processed<sup>1</sup>; (**storage limitation**);
- (viii) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (**integrity and confidentiality**).

1.2 GDPR also establishes **Accountability** as a core data processing principle. This places a statutory responsibility on the school, as Data Controller, to be able to demonstrate compliance with the other principles i.e. the 6 data processing principles set out in the previous paragraph (2.3 above).

- **Obtain and process Personal Data fairly:** Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students etc.), the information is generally



## St Vincent's Special National School



furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection Acts and the terms of this Data Protection Policy. The information will be obtained and processed fairly.

- **Keep it only for one or more specified and explicit lawful purposes:** The School will inform individuals of the reasons they collect their data and will inform individuals of the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times.
- **Process it only in ways compatible with the purposes for which it was given initially:** Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a need to know basis, and access to it will be strictly controlled.
- **Keep *Personal Data* safe and secure:** Only those with a genuine reason for doing so may gain access to the information. Sensitive Personal Data is securely stored under lock and key in the case of manual records and protected with firewall software and password protection in the case of electronically stored data. Devices and memory pens storing personal data are encrypted and password protected before they are removed from the school premises. Confidential information will be stored securely and in relevant circumstances, it will be placed in a separate file which can easily be removed if access to general records is granted to anyone not entitled to see the confidential data.
- **Keep Personal Data accurate, complete and up-to-date:** Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. The Principal may delegate such updates/amendments to another member of staff. However, records must not be altered or destroyed without proper authorization. If alteration/correction is required, then a note of the fact of such authorization and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change.
- **Ensure that it is adequate, relevant and not excessive:** Only the necessary amount of information required to provide an adequate service will be gathered and stored.
- **Retain it no longer than is necessary for the specified purpose or purposes for which it was given:** As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data and Sensitive Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law.
- **Provide a copy of their *personal data* to any individual, on request:** Individuals have a right to know what personal data/sensitive personal data is held about them, by whom, and the purpose for which it is held.

### **Personal Data**

The *Personal Data* records held by the school **may** include:

### **Staff records**



## St Vincent's Special National School



This policy sets out the purposes for which the school collects and uses personal data for each of the various categories of data held (student, staff, parent, etc).

**Categories of staff data:** As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation. These staff records may include:

- Name, address and contact details, PPS number
- Original records of application and appointment to promotion posts
- Details of approved absences (career breaks, parental leave, study leave etc.)
- Details of work record (qualifications, classes taught, subjects etc.)
- Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under mandatory reporting legislation and/or child-safeguarding guidelines (subject to the DES Child Protection Procedures)
- Records of meetings with staff member

**Purposes:** Staff records are kept for the purposes of:

- The management and administration of school business (now and in the future)
- To facilitate the payment of staff, and calculate other benefits/ entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)
- To facilitate pension payments in the future
- Human resources management
- Recording promotions made (documentation relating to promotions applied for) and changes in responsibilities etc.
- To enable the school to comply with its obligations as an employer including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare At Work Act. 2005)
- To enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies
- For compliance with legislation relevant to the school.

**Location:** Paper files are kept in a secure, locked filing cabinet that only the Principal or Secretary can access. Electronic files are kept on encrypted memory pens and computers which are password protected and in the case of mobile devices, encrypted as well. Employees are required to maintain the confidentiality of any data to which they have access to. Employees have received training on data protection and security and....

**Security:** Paper files are kept locked away. Electronic files are stored are stored on the Principal's/ Secretary's computer which is password protected and encrypted.

### Student records:

This policy sets out the purposes for which the school collects and uses personal data for each of the various categories of data held (student, staff, parent, etc).

**Categories of student data:** These **may** include:

- Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:
  - name, address and contact details, PPS number



## St Vincent's Special National School



- date and place of birth
  - names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
  - religious belief
  - racial or ethnic origin
  - membership of the Traveller community, where relevant
  - whether they (or their parents) are medical card holders
  - whether English is the student's first language and/or whether the student requires English language support
  - any relevant special conditions (e.g. special educational needs, health issues etc.) which may apply
- Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student)
  - Psychological, psychiatric and/or medical assessments
  - Attendance records
  - Photographs and recorded images of students (including at school events and noting achievements).
  - Academic record – subjects studied, class assignments, examination results as recorded on official School reports
  - Records of significant achievements
  - Records of disciplinary issues/investigations and/or sanctions imposed
  - Correspondence logs
  - Garda vetting outcome record (where the student is engaged in work experience organised with or through the school/ETB which requires that they be Garda vetted)
  - Other records e.g. records of any serious injuries/accidents etc.
  - Records of any reports the school (or its employees) have made in respect of the student to State departments and/or other agencies under mandatory reporting legislation and/or child safeguarding guidelines (subject to the DES Child Protection Procedures).

**Purposes:** The purposes for keeping student records are:

- To enable each student to develop to their full potential
- To comply with legislative or administrative requirements
- To ensure that eligible students can benefit from the relevant additional teaching or financial supports
- To support the provision of religious instruction
- To enable parents/guardians to be contacted in the case of emergency or in the case of school closure or to inform parents of their child's educational progress or to inform parents of school events etc.
- To meet the educational, social, physical and emotional requirements of the student
- Photographs and recorded images of students are taken to celebrate school achievements, school website, record school events, and to keep a record of the history of the school.
- To ensure that the student meets the school's admission criteria
- To ensure that students meet the minimum age requirements for their course/ adult services.
- To furnish documentation/ information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other Schools etc. in compliance with law and directions issued by government departments
- To furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/ references to other educational institutions and/or prospective employers.
- In respect of a work experience placement, (where that work experience role requires that the student be Garda vetted) the School will assist the student in obtaining their Garda vetting outcome (with the consent of the student and their parent/guardian) in order to



## St Vincent's Special National School



furnish a copy of same (with the consent of the student and the student's parent/guardian) to the work experience employer.

**Location:** These files are kept in a locked office or filing cabinet and can be accessed by the Principal, Secretary and teaching staff. Teaching staff are responsible for ensuring any paperwork or electronic files are safely stored in their classroom or an encrypted memory pen or on an encrypted mobile device.

Employees are required to maintain the confidentiality of any data to which they have access.

**Security:** current students paper files are kept locked in the Secretary's office and relevant assessments and class files are kept in a locked press in the classroom. The teaching staff have responsibility of ensuring files are safely stored in their classroom. Former students' paper files are kept in a locked room within the school. Electronic records are also stored on eg Aladdin, which requires a log in and password. Electronic records are also stored on the Principal's computer which is protected by a password and encrypted.

### Board of Management records:

**Categories of Board of Management data:** These may include:

- Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)
- Records in relation to appointments to the Board
- Minutes of Board of Management meetings and correspondence to the Board, which may include references to particular individuals/

**Purposes:** To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of Board appointments and decisions.

**Location:** A paper record is locked in a locked filing cabinet that the Principal has access to. Electronic files are stored on the Principal or Secretary's computers, which are encrypted and password protected.

**Security:** Records are kept on an encrypted computer and a within a locked filing cabinet.

### Other records:

The school will hold other records relating to individuals. The format in which these records will be kept are manual record (personal file within a relevant filing system), and/or computer record (database). Some examples of the type of other records which the school will hold are set out below (this list is not exhaustive):

### Creditors

**Categories of data:** the school may hold some or all of the following information about creditors (some of whom are self-employed individuals):

- Name
- Address
- Contact details
- PPS number
- Tax details
- Bank details and
- Amount paid.

**Purposes:** This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

**Location:** In a secure, locked filing cabinet that the Principal and Secretary have access to. Employees are required to maintain the confidentiality of any data to which they have access.



### **Charity tax-back forms**

**Categories of data:** the school may hold the following data in relation to donors who have made charitable donations to the school:

- Name
- Address
- Telephone number
- PPS number
- Tax rate
- Signature
- The gross amount of the donation.

**Purposes:** Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the parents' name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. This is retained by the School in the case of audit by the Revenue Commissioners.

**Location:** In a secure, locked filing cabinet that the Principal and Secretary have access to. Employees are required to maintain the confidentiality of any data to which they have access.

### **Assessment results**

**Categories:** The school will hold data comprising examination results in respect of its students. These include class, mid-term, annual, continuous assessment and IEP assessments.

**Purposes:** The main purpose for which these examination results and other records are held is to monitor a student's progress and to provide a sound basis for advising them and their parents or guardians about subject choices and levels. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and such other similar bodies.

**Location:** In a secure, locked press within the classroom that the teacher has responsibility for. Other assessments e.g. Psychology are stored in individual files in the Secretary's office. All electronic files are stored on the Secretary/ Principal computer and are encrypted and password protected. Teaching staff store electronic files on an encrypted memory pen or mobile device. Employees are required to maintain the confidentiality of any data to which they have access.

### **Photographs**

**Purpose-** photographs may be taken to record progress and form part of assessment of a child's needs. They may also be taken to mark an occasion e.g. Christmas event, Confirmation etc. Photographs can only be taken on school devices e.g. Ipad which is encrypted and stored in a locked press in the classroom. Photographs and pupil's data must never be taken or stored on personal devices.

**Location-** photographs should be deleted off school devices as soon as they are no longer needed. All photographs should be deleted off school computers at the end of each term.

### **Remote use**

When working remotely staff must use an encrypted school laptop or memory pen to store data. The following platforms can be used to work remotely

- Seesaw
- Zoom
- Textparent



## St Vincent's Special National School



- Aladdin Connect
- Work email addresses

Under no circumstances must staff share or use personal emails addresses or phone numbers to communicate with parents or other professionals e.g. MDT.

### **Dealing with a data access requests**

Individuals are entitled to a copy of their personal data on written request (Appendix 3). The individual is entitled to a copy of their personal data. Request must be responded to within one month. An extension may be required e.g. over holiday periods

No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive. No personal data can be supplied relating to another individual apart from the data subject

### **Providing information over the phone**

In our school, any employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular the employee should:

- Check the identity of the caller to ensure that information is only given to a person who is entitled to that information
- Suggest that the caller put their request in writing if the employee is not sure about the identity of the caller and in circumstances where the identity of the caller cannot be verified
- Refer the request to the Principal for assistance in difficult situations. No employee should feel forced into disclosing personal information.

### **Implementation arrangements, roles and responsibility**

In our school the Board of Management is the data controller and the principal will be assigned the role of co-ordinating implementation of this Data Protection Policy and for ensuring that staff who handle or have access to *Personal Data* are familiar with their data protection responsibilities.

The following personnel have responsibility for implementing the Data Protection Policy:

<b>Name</b>	<b>Responsibility</b>
Board of management:	Data Controller
Principal:	Implementation of Policy
Teaching personnel:	Awareness of responsibilities
Administrative personnel:	Security, confidentiality

### **Ratification, Communication and Review:**

This policy was ratified by the Board of Management 22<sup>nd</sup> June 2020 and communicated to the school community thereafter. This policy will be reviewed in 2 years' time and amended as necessary by means of a whole school collaborative process.



St Vincent's Special National School



### **Appendix 1**

## **Data Protection Statement for inclusion on relevant forms when personal information is being requested**

The information collected on this form will be held by St. Vincent's Special School in manual and in electronic format. The information will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003.

The purpose of holding this information is for administration, to facilitate the school in meeting the student's educational needs etc.

Disclosure of any of this information to statutory bodies such as the Department of Education and Science or its agencies will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents/Guardians or students aged 18 or over if the school wishes to disclose this information to a third party for any other reason.

Parents/Guardians of students and students aged 18 or over have a right to access the personal data held on them by the school and to correct it if necessary.

I consent to the use of the information supplied as described.

**Signed Parent/Guardian:** \_\_\_\_\_

**Signed Student:** \_\_\_\_\_



**Appendix 2**

**Data Retention Periods**

<b>Pupil Related</b>	<b>Retention Periods</b>
School Register/Roll Books Enrolment Forms Disciplinary notes Test Results – Standardised Psychological Assessments etc. SEN Files/IEPS Accident Reports Child Protection Reports/Records S.29 Appeals	Indefinitely for all categories
<b>Interview Records</b>	
Interview Board Marking Scheme Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken
<b>Staff Records</b>	
Contract of Employment Teaching Council Registration Vetting Records  Accident/Injury at work Reports	Retention for duration of employment + 7 years  (6 years to make a claim against the school plus 1 year for proceedings to be served on school)
<b>BoM Records</b>	
BOM Agenda and Minutes  Payroll & Taxation  Invoices/receipts Audited Accounts	Indefinitely Revenue require a 6-year period after the end of the tax year  Retain for 7 Years  Indefinitely



**Appendix 3**

**Request for a copy of Personal Data under GDPR**

**Important: Proof of Identity must accompany this Access Request Form (eg. official/State photographic identity document such as driver's licence, passport).**

Full Name:	
Maiden Name ( <i>if name used during your school duration</i> )	
Address:	
Contact number *	Email addresses *

\* We may need to contact you to discuss your access request

**Please tick the box which applies to you:**

<b>Parent/ Guardian of current Pupil</b> <input type="checkbox"/>	<b>Former Pupil</b> <input type="checkbox"/>	<b>Current Staff Member</b> <input type="checkbox"/>	<b>Former Staff Member:</b> <input type="checkbox"/>
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Name of Pupil:		Date of Birth of Pupil:	
Insert Year of leaving:		Insert Years From/To:	

I, ..... [name] wish to make an Access Request for a copy of personal data that *St Vincent's Special School* holds about me/my child. I am making this access request GDPR.

To help us to locate your personal data, please provide details below, which will assist us to meet your requirements e.g. description of the category of data you seek



St Vincent's Special National School



Any other information relevant to your access request

This **Access Request** must be accompanied with a copy of photographic identification e.g., passport or drivers licence. I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of Applicant ..... Date: .....

Please return this form to the relevant address:

**To the Chairperson of Board of Management,**

*St Vincent's Special School,*

*Navan Road,*

*Dublin 7.*



St Vincent's Special National School  
**Appendix 4**



**St Vincent's School website privacy statement**

**WEBSITE OF ST VINCENT'S SCHOOL**

**St Vincent's Special School** is committed to preserving the privacy of all visitors to **www.stvincentsspecialschool.ie**. This privacy statement relates to our practices in connection with our website and is designed to assist you in understanding how we collect, use and safeguard the personal information you provide to us and to assist you in making informed decisions when using our site and our services. **St Vincent's Special School** fully respects your right to privacy. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information.

By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts 1988 to 2018, the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011 and the EU General Data Protection Regulation (GDPR). Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

**WHAT INFORMATION DO WE COLLECT?**

When you visit our website you may provide us with two types of information:

- Personal information you knowingly choose to disclose that is collected on an individual basis, and
- Statistical web site use information collected on an aggregate basis as you and others browse through our website(s)

**INFORMATION, PERSONAL AND NON-PERSONAL, YOU CHOOSE TO PROVIDE**

**Web Site Use Information**

Where you visit our website, certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, non-individual basis. This information may include the IP address from which you access our website, the type of internet browser used to access our website, the type of operating system used to access our website, the "top-level" domain name used (ie, .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website

**Disclosure to Other People:**

We do not disclose, sell or distribute any personal information which you send to us to any third parties. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

**IP Addresses:**

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to help identify you and to gather broad demographic information.

**COOKIES**

Our website uses cookies to keep track of your access to the site. By using our website, you agree that we can place these types of cookies on your device



St Vincent's Special National School



### **WEBSITES LINKED TO OUR WEBSITE**

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### **Contacting Us**

If you are concerned about how your personal data is processed by our website, please bring your concerns to our attention using the contact details below:

The Board of Management,  
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