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# St. Cuana's N.S. Kilcoona, Headford, Co. Galway

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## **Privacy Notice to our Students and their Parents/Guardians**

By enrolling in and attending St. Cuana's N.S., you acknowledge that your personal data (including special category personal data) shall be processed by the 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:  
Data Protection

### **1. Who we are:**

Bunscoil Naomh Cuana – St. Cuana's N.S.

*Our Address and Contact Details are:*

St. Cuana's N.S.  
Kilcoona  
Headford  
Co. Galway

Phone: 091-791542  
Email: [info@kilcoonans.ie](mailto:info@kilcoonans.ie)

We provide primary education. For further information, our Data Protection Policy is available on our school website : [www.kilcoonans.ie](http://www.kilcoonans.ie)

### **2. The information we collect about you**

When you are a student with St. Cuana's N.S., we collect and use your personal data.

The personal data we collect can include information about your identity and contact details; images/photo; 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 outlined in our Data Protection Policy.

When you enrol, we collect the name, address, contact details and other information about the child's parents/guardians. As 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.*

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.

### **4. Who we share your information with...**

We share your personal data with third parties, including other Government bodies.

This includes the Department of Education and Skills, National Council for Special Education, TUSLA, An Garda Síochána, HSE, the Department of Social Protection 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 who act as data processors, 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 standardised tests. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

### **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 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 St. Cuana's N.S.). For further information on the retention periods, please go to the Records Retention Schedule outlined in our Data Protection Policy.

### **8. You have the following statutory rights that can be exercised at any time:**

1. Right to rectification.
  - a. This right means that a data subject can ask the data controller to rectify the data the controller holds e.g. if a data subject's phone number changes.
2. Right of access.
  - a. Accessing one's own data can be done via a Subject Access Request (SAR). This means that a data subject can request a copy of all his/her data (or their own child) free of charge and this must be done within 30 calendar days.
3. Right to be forgotten/right to erasure.
  - a. This means that a data subject can apply to a data controller to erase all the data which the controller holds on that data subject. This is not an absolute right and is qualified in certain circumstances e.g. where data is being held for a statutory purpose or in line with legislation e.g. the roll book.
4. Right to restrict processing.
  - a. This means that in certain circumstances, a data subject can apply to a data controller to restrict the processing of his/her data.
5. Right to data portability.
  - a. Data portability, in simple terms, means that a data subject can apply to have all his/her data held with one data controller copied and passed to a new data controller.
6. Right to object to certain processing.
  - a. Save for compelling legitimate reasons, this right means that a data subject can object to the processing of his/her data.

If you would like to discuss anything in this privacy notice, please contact the Principal Sabrina Melvin – [info@kilcoonans.ie](mailto:info@kilcoonans.ie)