



St. Columba's College

---

# Data Protection Policy & Privacy Notice

Updated 2021, next due for review 2022

Person Responsible for updating policy: Data Controller

---

## Introductory Statement


The school's Data Protection Policy applies to the personal data held by the school which is protected by the General Data Protection Regulation (EU) 2016/79.

The policy applies to all school staff, the Fellows, the Board of Management, its current, past and prospective pupils and their parents/legal 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 it is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and sensitive personal data will be protected by the school.

## Data Protection Principles

The school is a data controller of personal data relating to its past, present and future staff, pupils, parents/guardians and other members of the school community. As such, the school is obliged to comply with the principles of data protection set out in the school's Data Protection Policy and this applies to the personal data held by the school which is protected by the General Data Protection Regulation (EU) 2016/79 and which is summarised as follows:

- Obtain and process Personal Data fairly, lawfully and in a transparent manner: Information on pupils is gathered with the help of parents/legal 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/legal guardians of pupils etc.), the information is generally furnished by the individuals themselves as part of the contractual agreement on the understanding that the school requires such information to carry out its legitimate role as an employer and as a provider of education services to the pupils seeking to be enrolled and once they are enrolled. 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.
- Collect it only for one or more specified, explicit and 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. 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: Pupils, parents/legal 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 Warden may delegate such updates/amendments to another member of staff. However, records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation 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 pupil. 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.

## Scope

Purpose of the Policy: The General Data Protection Regulation (EU) 2016/79 applies to the keeping and processing of Personal Data, both in manual and electronic form. 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, pupils and their parents/guardians how their data will be treated.

The policy applies to all school staff, the Fellows, the Board of Management, parents/guardians, pupils and others (including prospective or potential pupils 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.

Implementation of this policy also takes into account the College's obligations and responsibilities to pupils who are data subjects. In particular, the Irish Office of the Data Protection Commissioner's guidance is that, 'Legal guardians can make an access request on behalf of a child. However, once a child is capable of understanding their rights to privacy and data protection, the child should normally decide for themselves whether to request access to data and make the request in their own name. Where an organisation receives an access request from a legal guardian on behalf of a child who has had direct interaction with that organisation, and/or where that child is capable of understanding their own rights to privacy and data protection, the organisation must take account of the child's rights in deciding how to respond to the access request.

## 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:


Data means information in a form that can be processed. It includes both automated data (e.g. electronic data) and manual data. Automated data means any information on computer, or information recorded with the intention that it be processed by computer. Manual data means information that is kept/recorded as part of a relevant filing system or with the intention that it forms part of a relevant filing system.

Relevant filing system means any set of information that, while not computerised, is structured by reference to individuals or by reference to criteria relating to individuals, so that specific information relating to a particular individual is readily, quickly and easily accessible.

Personal Data means data relating to 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.

Sensitive Personal Data refers to Personal Data regarding a person's

- racial or ethnic origin
- political opinions or religious or philosophical beliefs
- membership of a trade union

- 
- physical or mental health or condition or sexual life
  - commission or alleged commission of any offence or
  - any proceedings for an offence committed or alleged to have been committed by the person, the disposal of such proceedings or the sentence of any court in such proceedings, criminal convictions or the alleged commission of an offence.

Data Controller for the purpose of this policy is the Board of Management of St Columba's College located at Kilmashogue Lane, Whitechurch, Dublin 16 with the Warden being the contact person.

## Rationale

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the General Data Protection Regulation (EU) 2016/79.


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. As more and more data is generated electronically and as technological advances enable the easy distribution and retention of this data, the challenge of meeting the school's legal responsibilities has increased.

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 Warden, the Fellows and the 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, the Fellows and the Board of Management.

## Other Legal Obligations

Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection. For example:

- Under Section 9(g) of the [Education Act, 1998](#), the parents of a pupil, or a pupil who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the pupil in their education
- Under Section 20 of the [Education \(Welfare\) Act, 2000](#), the school must maintain a register of all pupils attending the School
- Under section 20(5) of the Education (Welfare) Act, 2000, a principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the principal of another school to which a pupil is transferring
- Under Section 21 of the [Education \(Welfare\) Act, 2000](#), the school must record the attendance or non-attendance of pupils registered at the school on each school day
- Under Section 28 of the [Education \(Welfare\) Act, 2000](#), the school may supply Personal Data kept by it to certain prescribed bodies (the Department of Education and Skills, the National Education Welfare Board, the National Council for Special Education, other schools, other centres of education) provided the School is satisfied that it will be used for a "relevant purpose" (which includes recording a person's educational or training history or monitoring their educational or training progress in order to ascertain how best they may be assisted in availing of educational or training opportunities or in

- 
- developing their educational potential; or for carrying out research into examinations, participation in education and the general effectiveness of education or training)
- Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers (“SENOs”)) such information as the Council may from time to time reasonably request
  - The Freedom of Information Act 1997 provides a qualified right of access to information held by public bodies which does not necessarily have to be “personal data” as with data protection legislation. While schools are not currently subject to freedom of information legislation, if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed if a request is made to that body
  - Under Section 26(4) of the Health Act, 1947 a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection
  - Under Children First: National Guidance for the Protection and Welfare of Children (2017) published by the Department of Children & Youth Affairs, schools, their Boards of Management and their staff have responsibilities to report child abuse or neglect to TUSLA - Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána) and/or An Garda Síochána in the event of knowledge or belief of a serious crime having been committed against a child or vulnerable person.

## Relationship to characteristic spirit of the School (School’s mission/vision/aims)

The mission of the College is to aim to provide the best possible secondary education within a community that values and respects the Christian principle in a mainly boarding, co-educational environment.

Bearing in mind its Church of Ireland foundation, the College serves primarily Irish citizens from within that community. However, whilst the ethos is that of the Church of Ireland, the College has a vision of ecumenism which welcomes, values and respects pupils of other nationalities, denominations and religions.

We aim to achieve these goals while respecting the privacy and data protection rights of pupils, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals’ rights to privacy and rights under the Data Protection Acts.

## Personal Data

The Personal Data records held by the school may include:

### STAFF RECORDS

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, date of birth, details of occupation, taxation status
- 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, disciplinary matters 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).
- Outcome of Garda Vetting Applications

#### **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
- and for compliance with legislation relevant to the school.

## Lawful basis for processing:

- Legal obligation for certain types of information such as deduction of income tax.
- For the performance of a contract.
- Article 9(2b) GDPR states that special categories of data (eg. Health data) can be processed when: processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment.
- To protect a member of staff's vital interest.
- Because it is in the public interest or in the exercise of the official authority vested in the school.

## Location:

In a secure, locked filing cabinet that only personnel who are authorised to use the data can access. Employees are required to maintain the confidentiality of any data to which they have access.

## Security:

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.

Relevant data is passed onto the relevant government agencies for tax and social security reasons. Relevant data is passed onto the school's pension and life assurance providers for the purposes of those schemes.

How long do we keep the information? See Data Retention Policy.

## PUPIL RECORDS

### Categories of pupil data: These may include:

- Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the pupil's time in the school. These records may include:
  - name, address and contact details, PPS number
  - date and place of birth
  - nationality and place of residence
  - names and addresses of parents/legal 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 pupil's first language and/or whether the pupil 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 pupils (including at school events and noting achievements).
- Academic record – subjects studied, class assignments, examination results as recorded on official School reports and results from state examinations
- Records of significant achievements
- Whether the pupil is repeating the Leaving Certificate
- Whether the pupil is exempt from studying Irish
- Records of disciplinary issues/investigations and/or sanctions imposed
- 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 pupil records are:**

- to enable each pupil to develop to their full potential
- to comply with legislative or administrative requirements
- to ensure that eligible pupils can benefit from the relevant additional teaching or financial supports
- to support the provision of religious instruction
- to enable parents/legal 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 pupil
- photographs and recorded images of pupils are taken to celebrate school achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school.
- to ensure that the pupil meets the school’s admission criteria
- to ensure that pupil meet the minimum age requirements for their course,
- to ensure that any pupil seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities
- to furnish documentation/ information about the pupil 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 pupil and/or his or her parent/legal guardian as appropriate, documentation/information/ references to third-level 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 pupil in obtaining their Garda vetting outcome (with the consent of the student and their parent/legal guardian) in order to furnish a copy of same (with the consent of the pupil and the pupil’s parent/legal guardian) to the work experience employer.

**Lawful basis for processing:**



- Legal basis for some information (as noted above).
- For the performance of a contract for certain types of information.
- Consent for all categories of sensitive information (as listed above)
- To protect a pupil's vital interest.
- Because it is in the public interest or in the exercise of the official authority vested in the school.

**Location:**

In a secure, locked filing cabinet that only personnel who are authorised to use the data can access. Employees are required to maintain the confidentiality of any data to which they have access.

**Security:**

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.

Relevant data is passed onto the relevant state agencies as noted under the legal basis for collecting information.

How long do we keep the information? See Data Retention Policy.

## 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 Statutes of the College and the Framework for the Management of the College and the Education Act 1998 and other applicable legislation and to maintain a record of Board appointments and decisions.

**Lawful basis for processing:**

Legal basis

**Location:**

In a secure, locked filing cabinet and that only personnel who are authorised to use the data can access it. Employees are required to maintain the confidentiality of any data to which they have access.

**Security:**

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.



Relevant data is passed onto the College Fellows. Relevant data on the Board of Management accounts is passed onto the College auditors and the Financial Services Support Unit as required by the Department of Education.

How long do we keep the information? See Data Retention Policy.

## FELLOWS' RECORDS

Categories of Fellows data: These may include:

- Name, address and contact details of each member of the Fellows (including former members of the Fellows)
- Academic and professional qualifications of each Fellow
- Records in relation to appointments to the Fellows
- Minutes of Fellows meetings as well as sub-committee reporting to the Fellows and correspondence to the Board which may include references to particular individuals.

### **Purposes:**

To enable the Fellows to operate in accordance with the Statutes of the College and Framework for the Management of the College and other applicable legislation and to maintain a record of Board appointments and decisions.

### **Lawful basis for processing:**

Legal basis

### **Location:**

In a secure, locked filing cabinet and that only personnel who are authorised to use the data can access it. Employees are required to maintain the confidentiality of any data to which they have access.

### **Security:**

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.

Relevant data on the annual financial accounts is passed onto the College auditors.

How long do we keep the information? See Data Retention Policy.

## 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):

## PARENTS' RECORDS

Categories of data: the school may hold some or all of the following information about parents and/or guardians of pupils.

- Names and addresses of parents/legal guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)

- Religious belief
- Financial circumstances if parents have requested and completed an Application Form for a College Bursary
- Bank details in order that the return of any booking deposit can be repaid

**Purposes:**

To enable the College to manage the school's financial affairs, including the issuing of fee invoices.

**Lawful basis for processing:**

For the performance of a contract for certain types of information.

Consent for sensitive data, such as religious belief.

**Location:**

Kept as part of the relevant pupil files in a secure, locked filing cabinet that only personnel who are authorised to use the data can access. Employees are required to maintain the confidentiality of any data to which they have access.

**Security:**

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.

Relevant data is passed onto the College's solicitor in the event of non-payment of fees and may be passed to our Auditors where relevant in the performance of their duties.

How long do we keep the information? See Data Retention Policy.

## 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 and address and contact details
- PPS number and tax details
- Bank details and amounts 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.

**Lawful basis for processing:**

For the performance of a contract for certain types of information.

Legal basis where the College is required to act as Principal Contractor under Relevant Contracts Taxation regulations set out by the Revenue Commissioners.

**Location:**

In a secure, locked office that only personnel who are authorised to use the data can access. Employees are required to maintain the confidentiality of any data to which they have access.

**Security:**

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.

Relevant data is passed onto the Revenue Commissioners and may be passed to our Auditors where relevant in the performance of their duties.

How long do we keep the information? See Data Retention Policy.

## GOLF LICENCEES

Categories of data: the school may hold some or all of the following information about people who hold a golf licence, or are applying to hold a golf licence:

- name and address and contact details
- marital status for the licensees eligible for the Couple Rate
- date of birth for the licensees eligible for the Senior Licence Rate
- date of birth for the licensees eligible for the Junior Rate

**Purposes:**

This information is required for routine management and administration of the school's golf course licences, including the upkeep of the records of the payment of licence invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

**Lawful basis for processing:**

For the performance of a contract for certain types of information.

**Location:**

In a secure, locked room that only personnel who are authorised to use the data can access. Employees are required to maintain the confidentiality of any data to which they have access.

**Security:**

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.

**Is any of this data passed on? If yes, to what purpose?:**

If the licensee has requested to join Kilmashogue Golf Club their details will be passed on to the Club in order that their membership application can be considered.

How long do we keep the information? See Data Retention Policy.

## DONORS

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

- name, address and contact details
- PPS number and tax rate
- the gross amount of the donation.

### **Purposes:**

As charitable institutions, 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 the relevant form 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 donor's 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.

### **Lawful basis for processing:**

Legal basis

### **Location:**

In a secure, locked filing cabinet that only personnel who are authorised to use the data can access. Employees are required to maintain the confidentiality of any data to which they have access.

### **Security:**

In a secure, locked filing cabinet for paper files. In a secure locked server room for computer files. Computer records are password protected and firewall protected.

**Is any of this data passed on? If yes, to what purpose?** Relevant data is passed onto the Revenue Commissioners and may be passed to our Auditors where relevant in the performance of their duties.

How long do we keep the information? See Data Retention Policy.


## CCTV images/recordings

CCTV is installed in some external areas of the schools, as detailed in the CCTV Policy. These CCTV systems may record images of staff, pupils and members of the public who visit the premises.

### **Purposes:**

Safety and security of staff, pupils and visitors and to safeguard school property and equipment.

### **Lawful basis for processing:**



Legitimate interests. CCTV is in operation in the school grounds for the safety and welfare of our students and staff.

**Location:**

Cameras are located externally and internally as detailed in the CCTV Policy. Recording equipment is located in the IT office.

**Security:**

Access to images/recordings is restricted to the Boarding House staff, the member of staff responsible for IT and the member of staff responsible for on-site security. The images are retained for 28 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána and any other relevant state agency or body that the Warden may deem appropriate.

**Is any of this data passed on? If yes, to what purpose?**

To An Garda Síochána and any other relevant state agency or body that the Warden may deem appropriate.

**How long do we keep the information?** See Data Retention Policy.


## October Returns

**Categories:**

At the beginning of each academic year (and for 1st year or transferring students, on enrolment) parents/legal guardians and pupils are asked to provide the school with certain information so that the School can make returns to the Department of Education and Skills (“DES”) referred to as “October Returns”. These October Returns will include sensitive personal data regarding personal circumstances which are provided by parents/legal guardians and pupils on the basis of explicit and informed consent. The October Return contains individualised data (such as an individual student’s PPS number) which acts as an “identifier” for the DES to validate the data that belongs to a recognised pupil. The DES also transfers some of this data to other government departments and other State bodies to comply with legislation, such as transfers to the Department of Social Protection pursuant to the Social Welfare Acts, transfers to the State Examinations Commission, transfers to the Educational Research Centre, and transfers to the Central Statistics Office pursuant to the Statistics Acts. The data will also be used by the DES for statistical, policy-making and research purposes. However the DES advises that it does not use individual data, but rather aggregated data is grouped together for these purposes. The DES has a data protection policy which can be viewed on its website ([www.education.ie](http://www.education.ie)). The DES has also published a “Fair Processing Notice” to explain how the personal data of pupils as contained in October Returns is processed. This can also be found on [www.education.ie](http://www.education.ie) (search for Circular Letter 0047/2010 in the “Circulars” section).

**Purposes:**

The school asks parents/legal guardians and pupil to complete October Returns for the purposes of complying with DES requirements to determine staffing and resource allocations and to facilitate the orderly running of the school. The main purpose of the October Returns is for the DES to determine whether the pupil qualifies for English language support and/or additional resources and support to meet their particular educational needs. The October



Returns are submitted to the DES electronically. The DES has their own policy governing the security of the data sent to them by all post-primary schools. The co-operation of each pupil and/or their parents/guardians in completing the October Return is greatly appreciated as the school's aim is to ensure that each pupil is assisted in every way to ensure that s/he meets his/her full potential.

**Lawful basis for processing:**

Legal basis

**Location:**

No hard files are kept, all information is held on P-Pod, the Department of Education's October Returns system.

**Security:**

The online records are password protected and have firewall software.

**Is any of this data passed on? If yes, to what purpose?**

Relevant data is passed onto the Department of Education as noted under the legal basis for collecting information..

**How long do we keep the information?** See Data Retention Policy.

## Links to other policies and to curriculum delivery

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the data protection policy and any implications which it has for them shall be addressed.

The following policies may be among those considered:

- Child Protection Policy
- Anti-Bullying Policy
- Code of Behaviour
- Admissions/Enrolment Policy
- CCTV Policy
- ICT and Device Acceptable Usage Policy
- SPHE/CSPE etc.

## Processing in line with data subject's rights

Data in this school will be processed in line with the rights of individuals as data subjects and these rights are as follows;


- The right to have personal information processed in a concise, transparent, intelligible and easily accessible form, using clear and plain language.
- The right to be informed, this means that the College needs to tell you what data we are using, why we are using it and for what purpose as well as informing you of the details of any third parties in receipt of data from the College.
- The right of access, you are allowed to see what data of yours we are processing if you request that from us.
- The right of rectification, that means if the data we are using is incorrect we have to correct it.
- The right to be forgotten, this means that we do not keep the data for a period longer than is necessary for the reason that it was originally collected. It also means that you have the right to issue a request to us requesting the erasure of your personal data. However, in many cases, the College will have overriding legitimate grounds for continued processing and will be unable to comply with such a request. This will be handled on a case by case basis, for further details please contact the College directly.
- The right to restrict processing, this means that you can ask us to stop using your data unless the College has a legitimate lawful purpose for continuing to do so.
- The right to data portability, this means that you have the right to move your data that you originally provided to the College to another data processor and the College has to provide you with this data in an acceptable format.
- The right to object, this means that you can object to the use of your data by the College and the College must stop using it unless it has an over-riding legitimate reason to continue.

## Dealing with a data access request

As stated above, an individual has the right to be informed whether the school holds data/information about them and to be given a description of the data together with details of the purposes for which their data is being kept. The individual must make this request in writing to the Warden, they will then be provided with a Subject Access Request Form which we ask the individual to complete to assist us in complying with the request, however an individual is not obliged to complete this form. Prior to complying with a Subject Access Request, we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately. Information requested will be provided by the College within one month of the identity of the individual of the data subject being verified.

No personal data can be supplied relating to another individual unless that third party has consented to the disclosure of their data to the applicant. Such consent must be given in





writing to the Warden. Data will be carefully redacted to omit references to any other individual and where it has not been possible to redact the data to ensure that the third party is not identifiable the school will refuse to furnish the data to the applicant. In compliance with GDPR organizations refuse to grant an access request where such a request is deemed manifestly unfounded or excessive. The right under Section 3 must be distinguished from the much broader right contained in Section 4, where individuals are entitled to a copy of their data.

## **Dealing with a data breach**

Certain data breaches i.e., those that have the potential to have a significant detrimental effect on the individual through discrimination, damage to reputation, financial loss, loss of confidentiality or any other economic or social disadvantage must be reported by the College to the Data Protection Commission within 72 hours.

Where such a breach presents a high risk to the rights and freedoms of individuals, the College will also report the breach to the individual affected without undue delay.

## **Implementation arrangements, roles and responsibilities**

In St Columba's College, the Board of Management is the data controller and the Warden 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:

## **Ratification & communication**

When the Data Protection Policy has been ratified by the Fellows and the Board of Management, it becomes the school's agreed Data Protection Policy. It should then be dated and circulated within the school community. The entire staff must be familiar with the Data Protection Policy and ready to put it into practice in accordance with the specified implementation arrangements. It is important that all concerned are made aware of any changes implied in recording information on pupils, staff and others in the school community.

Parents/guardians and pupils should be informed of the Data Protection Policy from the time of enrolment of the pupil e.g. by including the Data Protection Policy as part of the Enrolment Pack, by either enclosing it or incorporating it as an appendix to the enrolment form.



## Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the Warden and the Board of Management.

At least one annual report should be issued to the Board of Management to confirm that the actions/measures set down under the policy are being implemented.

Staff training will be carried out accordingly and reviewed regularly.

## Reviewing and evaluating the policy

The policy will be reviewed annually by the Board of Management. On-going review and evaluation should take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or the NEWB), legislation and feedback from parents/legal guardians, pupils, school staff and others. The policy should be revised as necessary in the light of such review and evaluation and within the framework of school planning.

## Declarations

This policy was ratified by the Board of Management on 8th December 2021.

---

Chair of the Board of Management

---

Secretary of the Board of Management