 

**St. Joseph’s Primary School**

**Templemore**

**0504 31141**

**Privacy Notice to Parents/Guardians**

1. **Introduction**

By enrolling your child(ren) in and by your child(ren) attending St. Joseph’s Primary School, you acknowledge that your and your child’s/children’s personal data (including special category personal data) shall be processed by St. Joseph’s P.S. .

This Privacy Notice gives you some helpful information about the personal data which the school collects about you and your child(ren), why we collect that data, 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 www.stjosephstemplemore.ie or on request from the school.

1. **Who we are**

The address of St. Joseph’s Primary School is Templemore, Co. Tipperary, E41 W132 and telephone number is 0504 31141.

We provide primary education to children from junior infants to 6th class.

For further information, see the school’s website at www.stjosephstemplemore.ie

1. **The information we collect about you/your child(ren)**

When your child(ren) is a pupil in St. Joseph’s Primary School, the school collects and uses your personal data and that of your child(ren).

The personal data we collect **about you** can include:

* + name, address and contact details;
	+ details of any special arrangements with regard to guardianship, custody or access;
	+ religious belief;
	+ nationality;
	+ whether you are medical card holders;
	+ Correspondence and documents with other agencies under mandatory reporting legislation; and
	+ Correspondence with you in relation to your child/children.

The personal data we collect about **your child(ren)** can include:

* + name, address and contact details, PPS number;
	+ date and place of birth;
	+ religious belief;
	+ nationality;
	+ whether they 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, assessments and other records from any previous school(s) attended by the pupil);
* Psychological, psychiatric and/or medical assessments;
* Attendance records;
* Photographs and recorded images of pupils (including at school events and noting achievements);
* Academic record – class assignments, standardised testing results and results as recorded on official School reports;
* Records of significant achievements;
* Whether the pupil is exempt from studying Irish;
* Records of disciplinary issues/investigations and/or sanctions imposed;
* 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 pupil to State departments and/or other agencies under mandatory reporting legislation and/or child safeguarding guidelines (subject to the DES Child Protection Procedures).
1. **How we use your information and the legal basis**

We use your and your child(ren)’s personal data for certain purposes including:

* Your child’/children’s application for enrolment
* To provide your child(ren) with appropriate education and support
* To monitor your child’s/children’s academic progress
* To care for your child’s/children’s health and well-being
* To process grant applications, where relevant
* 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

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please see our Data Protection Policy.

1. **Who we share your information with**

We share your child’s/children’s personal data with third parties, including other Government bodies.

This includes the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection and the Revenue Commissioners.

The level of sharing and the nature of what is shared depends on various factors. The Government bodies to which we transfer your child’s/children’s personal data will use that data for their own purposes (including: to verify other information they already hold about your child/children) and they may aggregate it with other information they already hold about your child(ren).

 We also share your child’s/children’s personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors). We are legally required to provide certain records relating to the progress of a pupil (under 18 years) in his education to the student’s parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available on our website. We do not transfer your personal data to a third country or international organisations. We do not engage in automated decision making/profiling.

1. **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 your child(ren) leaves. For further information, see the school’s Data Retention Policy which is available on the school’s website.

1. **You have the following statutory rights that can be exercised at any time:**
2. Right to complain to supervisory authority
3. Right of access
4. Right to rectification
5. Right to be forgotten
6. Right to restrict processing
7. Right to data portability
8. Right to object and automated decision making/profiling
9. **Contact**

If you would like to discuss anything in this privacy notice, please contact the Principal at email principal@stjosephstemplemore.ie