

Privacy Notice to students (and their parents/guardians)

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 full *Data Protection Policy* available at www.dgs.ie

1. Who we are

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

2. The information we collect about you

When you are a student with Dundalk Grammar School we collect and use your personal data.

The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data.

Further details of the data we collect about you can be found in our *Data Protection Policy*.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips, giving medication if you are a boarder 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 go to our *Data Protection Policy*.

4. Who we share your information with

In some circumstances we share some of your personal data with others, for example other Government bodies, such as the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family.

We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education 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*.

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

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

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

5. How long we hold your data

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Dundalk Grammar School. For further information on the retention periods, please go to the relevant section of our *Data Protection Policy*.

6. How you can exercise your rights

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

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

To access these or any other rights (see *Data Protection Policy* for the full list of statutory rights) you should contact the Headmaster either by post or email and he will respond to you within 30 days of receipt of your request.

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

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