



Scoil Mhuire gan Smál (C.)
Scoil Mhuire gan Smál (C.)

Telephone No: 021 4542294
E-mail address: gnsoffice@eircom.net

Enrolment Form

Name of Pupil:

Address of Pupil:

Pupil's Nationality:

Parents' Nationality:

Pupil's Religion:

Pupil's First Language:

Language spoken at home:

Pupil's date of Birth:

Previous School:

Home Phone Number:

Second Contact No. :

Mother's Name:

Father's Name:

Any Medical Problems / Allergies your child may have:
.....

Does your child have any special education needs:
.....
.....

Enrolment Form Privacy Notice

Scoil Mhuire Gan Smál

(effective 25th May 2018)

Who is collecting the data

Scoil Mhuire Gan Smál
School Avenue, Glasheen, Cork.
T: 021 4542294
E: gnsoffice@eircom.net

This Privacy Notice governs the manner in which Scoil Mhuire Gan Smál collects, uses, maintains and discloses information collected using School Forms.

Personal Data (Primary Students):

We collect personal identifiable information from prospective students in a variety of ways in connection with the delivery of education at our school.

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Country of Birth; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Psychological Assessment Results (where applicable);
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Exam results;

How we use collected information:

We use your personal data (student) for purposes including:

- your child's application for enrolment;
- to provide your child with appropriate education and support;
- to monitor your child's academic progress;
- to care for your child's health and well-being;
- to care for our staff and other students;
- to supply post primary school's with relevant information when moving into secondary education;
- 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.

How we protect your information:

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Scoil Mhuire Gan Smál Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share student data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners & Post Primary Schools etc.

The level of sharing student personal data and the nature of what is shared depend on various factors. The Government bodies to which we transfer personal data to may use that personal data for their own purposes (including: to verify other information they already hold about a data subject etc.) and they may aggregate it with other information they already hold about the data subject and their family. We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, IT providers, 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 education to the student's parents/guardians, including results of examinations.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore, we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.