



HAROLD'S CROSS NATIONAL SCHOOL
Clareville Road, Dublin 6W
Telephone (Fax) 01 4922321
Principal: Ms. B. Kehoe

Privacy Notice and Consent Form to parents/guardians of pupils)

By registering and or enrolling your child in Harold's Cross NS, you acknowledge that your child's 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 or your child, why we collect it, who we may share it with and how long we keep it. The school's policy on Data Protection also informs you of your rights. Please see our Data Protection Policy available on the school' website.

1. Who we are: We are Harold's Cross NS.

Our address and contact details are Clareville Road, Harold's Cross Dw6 Fr66. Phone= 01 4922321 Our purpose is to provide primary education to our pupils as laid down by the Department of Education & Skills.

2. The information we collect about your child and you

When your child registers or becomes a pupil in Harold's Cross NS we collect and use your personal data.

The personal data we collect can include information about your child's identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress/assessment results, school reports; 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.

As your child is under the age of 18 we collect the name, address, contact details and other information on you the parents/guardians. As parents/guardians, you are consulted and asked to give consent for certain things like taking your child's photograph, going on school trips etc.

2. How we use your information and the legal basis

We use personal data for purposes including:

- *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*
- *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 see our Data Protection Policy available on the school website.

3. Who we share your information with

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

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

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, 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 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 the school website.

3. **We do not transfer your personal data to a third country or international organisation.**
4. **We do not engage in automated decision making/profiling.**

How long we hold your data

Some personal data is only kept for a short period.(This will be destroyed if it is no longer needed for example if your child is not offered a place in the school, the registration form is shredded). Some data we retain for a longer period (e.g. retained after your child leaves the school or otherwise finishes his/her studies. For further information on the retention periods, please see our Data Protection Policy available on the school website.

5. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see our Data Protection Policy available on the school.

6. Contact

If you would like to discuss anything in this privacy notice, please contact Ms. B. Kehoe, Principal at haroldscrossns@gmail.com.

Consent

We/I the parent/s/Guardian/s of _____ have read the Privacy Notice in relation to Data Protection.

We understand its contents and hereby give our permission for data on our child/children and on us as parents/guardians to be processed and retained by the Board of Management for the purposes outlined above and in the school's Data Protection Policy.

Child's name: _____

Parent's signature: _____ Date: _____