

# Board of Management S.S. Peter & Paul J.N.S.

BALBRIGGAN  
CO. DUBLIN



TELEPHONE  
8412670

## **SS PETER AND PAUL JNS - DATA PROTECTION STATEMENT**

*This information is for inclusion on relevant forms when personal information is being requested*

### **PERSONAL DATA ON THIS FORM**

The Board of Management (BoM) of SS Peter and Paul JNS (the School) is a data controller of personal data relating to its part, present and future staff, students, parents/guardians and other members of the school community. As such, the BoM is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR. The personal data supplied on this form is required for the purposes of:

- Student admissions
- Allocation of teachers and resources to the school
- School administration
- To fulfil other legal obligations

### **SCHOOL CONTACTING YOU**

The School will contact you by SMS / text message, and / or by phone number(s) you provide to the School, and / or by email, and / or by postal services to the address(es) provided, for the purposes of:

- Newsletter / school information
- Parent teacher meetings
- School concerts / events / sports events
- To notify you of school closure (e.g. where there are adverse weather conditions)
- To notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school
- To communicate with you in relation to your child's social, emotional and educational progress and development.
- To contact you in the case of emergency.

While the information provided will generally be treated as private to the School and will be collected and used in compliance with the Data Protection Acts 1988 to 2018 and GDPR, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or another school in the event of the student transferring to that school. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update your/your child's personal data, you should write to the school principal.

### **DATA PROTECTION POLICY**

A copy of the full Data Protection Policy is available on the School website or from the School on request and should be read carefully. When you apply for admission, you will be asked to sign that you consent to your data/your child's data being collected, processed and used in accordance with this Data Protection Policy.

### **PHOTOGRAPHS OF STUDENTS**

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as

historical record of life at the school. Photographs may be published on the School website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions and community websites. In the case of website photographs, student first name only will appear on the website as a caption to the picture.

**BY SIGNING BELOW, I / WE GIVE FULL, EXPLICIT, AND INFORMED CONSENT FOR SS PETER AND PAUL JNS TO CONFIRM, RETAIN, USE AND DISCLOSE THE INFORMATION I HAVE PROVIDED IN ACCORDANCE WITH THE SCHOOL'S DATA PROTECTION POLICY (AVAILABLE ON THE SCHOOL WEBSITE OR ON REQUEST WITHIN THE SCHOOL)**

**Signed:** \_\_\_\_\_  
**Parent/Guardian**

**Signed:** \_\_\_\_\_  
**Parent/Guardian**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_