



Sandford Park School

Privacy Notice to students (and their parents/guardians)

This *Privacy Notice* gives you some helpful information about who Sandford Park School is, what personal data we the school 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.sandfordparkschool.ie

1. Who is Sandford Park School?

Sandford Park School is a non-denominational provider of secondary level education. It is a fee-paying school. By enrolling in and attending Sandford Park School, you acknowledge that your personal data (including special category personal data) shall be processed by Sandford Park School. The Chairperson of the Board of Governors is the Data Controller for all personal data processed by the school. The Principal is responsible for the implementation of the School's *Data Protection Policy* (available at www.sandfordparkschool.ie).

2. The information we collect about students

When you are a student of Sandford Park 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; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, 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 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 fees, grant applications, scholarships etc.
- 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.

Sandford Park 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*.

We do not engage in automated decision making/profiling.

5. How long we hold your data

Some personal data is only kept for a short period (e.g. One academic year. This data will be destroyed at the end of the 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 Sandford Park 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 the Data Protection Policy for the full list of statutory rights) you should contact the Principal either by post or email and she/he will respond to you within 30 days of receipt of your request.

If you have a concern about how Sandford Park School has handled your personal data, you can contact the Principal at the school address. You also have the right to address a formal complaint to the school's Data Controller (the Chairperson of the Board of Governors).

If you are not satisfied with our response or believe Sandford Park 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, Portarlinton, R32 AP23. Co. Laois or by email to: info@dataprotection.ie