

Meánscoil na mBráithre

Christian Brothers School, Ennistymon

Privacy Notice

For Students, Parents and Guardians

2018

School Name: Christian Brothers Secondary School Ennistymon

School Address: Monastery Lane, Ennistymon, Co Clare.

School Details: We are a voluntary Catholic Secondary School for boys under the trusteeship of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

School Management: The Board of Management of CBS Ennistymon is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

We are a voluntary Catholic Secondary School for boys under the trusteeship of the Edmund Rice Schools Trust (ERST), focusing on the importance of a value-based Christian education in the Catholic tradition.

We endeavour to educate our students so that as emerging adults they will have the confidence and skills necessary to participate fully:

- In community life
- In family life
- In their work life
- In leisure

Ethos

The characteristic spirit of our school is based on the vision and values of the Edmund Rice Schools Trust Charter. The five characteristics of an Edmund Rice school underpin the operation of Edmund Rice Secondary School, namely:

Nurturing faith, Christian spirituality and Gospel-based values

Promoting partnership

Excellence in teaching and learning

Creating a caring school community

Inspiring transformational leadership

Introduction

By enrolling in and attending CBS Ennistymon the student and his parents/guardians acknowledge that personal data will be processed by the school. This Privacy Notice provides information about what personal data is collected, why it is collected, with whom it is shared and why, retention periods and the rights of the individual under General Data Protection Regulation (GDPR).

The CBS Ennistymon Data Protection Policy can be found on www.cbsennistymon.ie.

What information is collected?

CBS Ennistymon needs and uses personal data of all students. The personal data collected can include information about identity and contact details: images/photos, CCTV footage, 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 (regarding fees and grants) and other personal data.

If a student is under 18 years when enrolled, the school collects the name, address, contact details and other information about the parents/guardians. Also, parents/guardians are consulted and asked to give consent for certain things like taking of photographs, going on school trips etc.

How is the information used?

Personal data is used for normal day to day school operations and for purposes including:

- application for enrolment
- to provide appropriate education and support
- to monitor academic progress
- to care for health and well-being
- to care for staff and students
- to process grant applications and fee payments
- to co-ordinate, evaluate, fund and organise educational programmes
- to comply with legal obligations as an education body
- to comply with monitoring and reporting obligations to Government bodies
- to process appeals, defend against litigation, resolve disputes, etc.

With whom is the information shared?

The school shares personal data with third parties, including Government bodies. This includes:

- Department of Education and Skills (DES)
- State Examinations Commission (SEC)
- National Council for Special Education (NCSE)
- Child and Family Agency, TUSLA
- An Garda Síochána
- Health Service Executive (HSE)
- Department of Social Protection.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which the school transfers personal data will use personal data for their own purposes (including verifying other information they already hold, etc.) and they may aggregate it with other information they already hold. The school also shares personal data with third parties including the insurance company and other service providers e.g. IT providers, security providers, legal advisors etc. The school is 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.

How long is data held?

Some personal data is only kept for a short period and will be destroyed at the end of an academic year because it is no longer needed. Some data is retained for longer periods, including after a student leaves CBS Ennistymon.

What are an individual's statutory rights?

Every individual has the:

- Right to be informed
- Right to access information
- Right to rectification
- Right to erasure
- Right to data portability
- Right to object to processing of personal data
- Right of restriction
- Right to not be subject to a decision based solely on automated processing

Contact

Queries relating to this Privacy Notice can be relayed to the principal at principal@cbsennistymon.com.

Approval

This Privacy Notice has been approved by CBS Ennistymon Board of Management.



Bridgette Meehan
Chairperson of the Board of Management.

Date:12-11-2018