



Bandonbridge National School

Data Protection Privacy Notice

for Pupils and their Parents/Guardians

By enrolling in and attending Bandonbridge National School, personal data (including special category personal data, where applicable) is processed by the school. This notice explains who we are, what information we collect, why we use it, who we may share it with, how long we retain it, and the data-protection rights available to pupils and families.

Further information: Please see the school's Data Protection Policy, available on the school website at bandonbridgens.net.

1. Who We Are

School	Bandonbridge National School (also known as SN Droichead na Bandon)
Address	Clancool, Bandon, Co. Cork, P72 HC65
Telephone	023 8841798 / 085 8590506
Office email	bandonbridgeoffice@gmail.com
Principal email	bandonbns@gmail.com
Website	bandonbridgens.net

Bandonbridge National School provides primary education from Junior Infants to Sixth Class. The school is under the patronage of the Bishop of Cork, Cloyne and Ross.

2. Information We Collect

When a pupil is enrolled in Bandonbridge National School, the school collects and uses personal data needed to provide education, support pupils and operate the school.

- identity and contact details;
- photographs and images;
- family and parent/guardian details;
- admission and enrolment information, including previous schools;
- information about academic progress and assessment;
- PPS number, where required;
- information relating to special educational needs;

- nationality, language and religion, where relevant;
- medical, health, safety and welfare information;
- behaviour and attendance information;
- financial information relating to payments to the school, such as uniforms, book rental and outings; and
- other personal data that is necessary for the school's functions.

As pupils are under 18 when they enrol, the school also collects relevant information about parents/guardians, including names, addresses and contact details. Parent/guardian consent may be sought where appropriate, for example in relation to photographs, school trips, Internet access, professional assessments and support teaching.

3. How We Use Personal Data and the Legal Basis

Personal data may be used for purposes including:

- processing applications for enrolment;
- providing appropriate education, care and support;
- monitoring academic progress;
- supporting pupil health and wellbeing;
- protecting the health, safety and welfare of pupils and staff;
- processing payments to the school;
- coordinating, evaluating, funding and organising educational programmes;
- meeting the school's legal obligations as an education body; and
- meeting monitoring and reporting obligations to public bodies, processing appeals, resolving disputes and defending legal claims.

The specific legal basis for processing depends on the purpose and circumstances. Further details are set out in the school's Data Protection Policy.

4. Who We May Share Information With

Where necessary and lawful, personal data may be shared with relevant public bodies and service providers. These may include the Department of Education, the National Council for Special Education (NCSE), Tusla, An Garda Síochána, the Health Service Executive (HSE), the Department of Social Protection and the Revenue Commissioners.

Information may also be shared, where appropriate, with the school's insurer and service providers, including Aladdin (the school's current administration processor), IT and security providers, and legal advisers. The nature and extent of any sharing depends on the circumstances and applicable legal requirements.

The school is also legally required in certain circumstances to provide parents/guardians with records relating to the educational progress of a pupil under 18, including assessment or test results.

5. International Transfers

The school does not transfer personal data to a third country or international organisation, as stated in the current school notice.

6. Automated Decision-Making and Profiling

The school does not engage in automated decision-making or profiling, as stated in the current school notice.

7. How Long We Keep Personal Data

Retention periods vary according to the type of information and the purpose for which it is held. Some records are required only for a short period and are securely disposed of when no longer needed. Other records must be retained for longer, including in some cases after a pupil has left the school. The school's Data Protection Policy contains further information on retention periods.

8. Your Data Protection Rights

Subject to the circumstances and applicable data-protection law, individuals may have the following rights:

- the right to make a complaint to the supervisory authority;
- the right of access to personal data;
- the right to rectification of inaccurate personal data;
- the right to erasure (sometimes called the 'right to be forgotten'), where applicable;
- the right to restrict processing, where applicable;
- the right to data portability, where applicable; and
- rights relating to automated decision-making and profiling.

These rights are not absolute and may be subject to legal conditions or exemptions. Further information is available in the school's Data Protection Policy.

9. Contact

Primary contact: If you would like to discuss anything in this Privacy Notice, please contact the Principal, Fiona Giles, at bandonbns@gmail.com.