

Data Protection Statement of St. Colman's College

Please return this form on enrolment night signed in the appropriate places

Personal Data on Enrolment Form:

St. Colman's College is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied on the Enrolment Form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration
- child welfare (including medical welfare)
- to fulfil our other legal obligations.

School Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- sports days
- parent teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are adverse weather conditions)
- to notify you of school activities and events
- 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 to contact you in the case of an emergency.

I consent to the use of my/our email addresses, mobile phone numbers, landlines number to call me/us to alert me/us to these issues.

Signed: _____

Parent/Guardian Number 1

Signed: _____

Parent/Guardian Number 2

If a parent/guardian wishes to withdraw consent to the use of their email address, mobile number or landline for the uses stated above then they must apply in writing to the Principal.

Please note: St. Colman's College reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

While the information provided will generally be treated as private to St. Colman's College, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, 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 (where the student is transferring) to another 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 or access your/your child's personal data, you should write to the school principal requesting an Access Request Form.

Data Protection Policy: A copy of the full Data Protection Policy is enclosed in this Enrolment Pack, and you and your child should read it carefully. When you apply for enrolment, 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 during the course of their time as a student in the school. Where the student is over 18 years old, they will be asked to sign their consent to this.

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 our school website, on our facebook and twitter pages, or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Parents/Guardians who wish to withdraw consent from the taking of photographs and their publication as stated above should apply in writing to the Principal.

Consent

I/We hereby consent to the publication/exhibition of photographs and/or video images of our/son taken while on school based activities for publicity, marketing or promotion purposes. This consent extends to publication in newspapers, magazines, websites, moodle, facebook, Twitter etc.

Signed: _____
Parent/Guardian/Student (where over 18)

Date: _____

USE OF THE NAMES OF PARENTS/GUARDIANS FOR PARENTS' ASSOCIATION AND BOARD OF MANAGEMENT ELECTION PURPOSES:

At certain times it is necessary for the school to circulate the names of parents/guardians amongst the parent body for the purposes of selecting/electing parents'/guardians representatives to the Parents' Association/Committee and to the Board of Management.

The school will take every precaution to protect all other confidential information/data during the circulation of parents'/guardians' names.

CONSENT:

I consent to the circulation of my name to other parents as part of the selection/election process for parents'/guardians' representatives to the Parents' Association/Committee and to the Board of Management as required.

Signed: _____ Signed: _____

Dated: _____ Dated: _____

Parents/Guardians who wish to withdraw their consent to the circulation of their names as stated above should apply in writing to the Principal.

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