



## APPENDIX III: PRIVACY NOTICE FOR PARENTS/GUARDIANS

### Dear Parents/Guardians

The characteristic spirit of Loreto High School, Beaufort, has at its core a desire to promote and protect the dignity of every member of its community, students, staff and parents. The Board of Management is committed to the principles of responsible data protection and is deemed the Data Controller of the personal data you provide to us. We take your privacy seriously and will only use personal information about you and your daughter to provide the best educational and pastoral services to meet her needs and your expectations. Most of this data is captured on our enrolment form.

**The enrolment form** includes your name, address, details of your daughter, including date of birth, PPS number plus further details on any specific medical and other relevant health-care details, and history necessary to allow us to ensure her welfare and safety. Because of the sensitive nature of much of this information, you will be asked to confirm your consent for us to collect and hold the information before we do so. This consent will be sought at the end of the enrolment form.

The enrolment form also collects the contact details and phone numbers of your daughter's emergency contacts and authorised collectors. You are required to ensure that these persons agree to their information being stored and you will be asked to confirm this on the enrolment form.

### Why the Service Needs Data/Purpose of the Processing

The Service needs your basic personal data to provide you with its services in line with this overall contract. The Service will not collect any personal data from you it does not need to provide and oversee this service to you.

### **What the Service Does with Data/Disclosure**

All the personal data is processed by management or by staff designated by Management. To deliver our services effectively, we may need to exchange your details with:

- The relevant funding bodies such as DCYA, Pobal, and the Childcare Committees,
- Regulators such as TUSLA or the Revenue Commissioners,
- Inspectors (TUSLA, Department of Education and Skills and Health & Safety Authority), or
- External personnel such as HR contractors, accountants and professional advisors.

The Service has a Data Protection Policy in place to oversee the effective and secure processing of your personal data.

### **How Long the Service Keeps Data/Retention Period and Criteria Used**

The Service will keep your and your child's personal data for as long as he or she remains within the Service, and for the period afterwards required by the relevant statutory and legislative guidelines that apply. More information on the Service's retention policies can be found by contacting the Manager directly at the addresses given below.

### **What are your rights?**

If you wish to see what information the Service holds on you or your child, simply contact the Manager either by post or email and we will endeavour to respond to you within 30 days of receipt of your request.

If at any point you believe the information the Services processes on you is incorrect, you may request to have it corrected. You can contact the Manager at the address shown below. If you wish to raise a complaint on how the Service has handled your personal data, you can also contact the Manager.

**Data Controller:** Board of Management, Loreto High School, Beaufort. n

**Contact Points:** The Principal.

**Manager:** Margaret O'Donoghue

**Data Protection. Officer:** Francis Carolan

Loreto High School, Beaufort,

Grange Road,

Rathfarnham,

Dublin 14.

01 4933251

info@loretohighschool.com

If you are not satisfied with our response or believe the Service is not processing your personal data in accordance with the law, you can complain directly to the Office of the Data Protection Commissioner at:

**Email** [info@dataprotection.ie](mailto:info@dataprotection.ie)

**Postal Address** Data Protection Commissioner

Canal House

Station Road

Portarlinton

R32 AP23 Co. Laois