



Old Bawn Community School

Privacy Notice

This Privacy Notice gives you some helpful information about who we are, what personal data we 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 Data Protection Policy available at www.oldbawncs.ie.

1. Who we are

We are Old Bawn Community School.

Our address and contact details are Old Bawn, Tallaght, Dublin 24.

We provide secondary level education in the Community and Comprehensive sector.

For further information, see our Data Protection Policy available at www.oldbawncs.ie.

2. The information we collect about you

When you are a student in Old Bawn Community 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; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; and other personal data.

Further details of the data we collect please refer to 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. Only people in our school who are engaged to process personal data for the purpose set out above will have access to your personal information.

We collect your name, email address and any other personal data you choose to provide when you send us an email by clicking on our email address on our website.

3. How we use your information and the legal basis

We use your information only for the purpose of responding to your email, and only where such information has been provided voluntarily to use for that purpose.

4. Who we share your information with?

We may share your personal data with third parties, including other Government bodies.

This includes the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, etc

We also share your information with VSWare who service our attendance and results reporting software. Wriggle manage our ICT software and hardware and as a result have indirect access to electronic data. We have a Third-Party Service Agreements with both of these companies.

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 also share your personal data with other third parties including our insurance company and other service providers (Easy Payments Plus, security providers, legal advisors etc), 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.

5. We do not transfer your personal data to a third country or international organisation.

6. We do not engage in automated decision making/profiling.

7. How long we hold your data

We hold it only for as long as is necessary for the purpose or dealing with your query.

8. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to the Data Protection Commission (info@dataprotection.ie)
- (b) Right of access to your information.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object

For further information, please see our Data Protection Policy available from the school.

9. Contact

If you would like to discuss anything in this privacy notice, please contact the principal at obcsdays@eircom.net