



Old Bawn Community School

SCHOOL TRANSFER APPLICATION FORM

Please tick the Year Group the student is applying to enter:

- | | | |
|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> First Year | <input type="checkbox"/> Third Year | <input type="checkbox"/> Fifth Year |
| <input type="checkbox"/> Second Year | <input type="checkbox"/> Transition Year | <input type="checkbox"/> Sixth Year |

PLEASE NOTE: FALSE INFORMATION WILL AUTOMATICALLY DISQUALIFY APPLICATION

Data Protection

The personal data required from you on this admissions form (part 1) is required for the purposes of:

- fulfilling our legal obligation to provide an education to students.
- student enrolment and student registration
- allocation of teachers and resources to the school
- school administration
- to fulfil our other legal obligations
- to process appeals, resolve disputes, and defend litigation etc.

OFFICE RECEIPT
DATE
AND TIME

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

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information please see our school Data Protection Policy on our website www.oldbawncs.ie. Should you wish to discuss anything in regard to Data Protection, please contact the principal via the school office email: obcsdays@oldbawncs.com

1. PERSONAL DETAILS {required for stage 1 of application process}

Student Surname	
Student First Name	
Home Address	
	EIRCODE:
County	
Date of Birth	
Birth Cert Attached	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
Birth Certificate Forename <i>(if different to above)</i>	
Birth Certificate Surname <i>(if different to above)</i>	
Mother's Maiden Name	

2. EDUCATIONAL DETAILS (required for stage 1 of application process)

NAME OF SCHOOL (currently attending)	
ADDRESS OF SCHOOL (Currently attending)	
Roll Number of SCHOOL (currently attending)	

3. FAMILY DETAILS (REQUIRED FOR SCHOOL ENROLMENT AND PARENTAL CONTACT PURPOSES)

	Parent/Guardian 1	Parent/Guardian 2
Surname		
Name(s)		
Relationship to child <i>(mother/father/other guardian) please provide details</i>		
Phone Number		
Mobile Number for Messaging from School		
Please indicate <u>ONE</u> number to which text messages will be sent. Mobile Number: _____		
Please make sure the school is aware of any change in your mobile number. This is essential for texting purposes.		
Contact E-mail Address		

Postal Address (if different from above)		
CORRESPONDENCE SHOULD BE ADDRESSED TO	Mother <input type="checkbox"/> OR Father <input type="checkbox"/> OR Both parents/guardians <input type="checkbox"/> _____ State above Correspondence title i.e. Mr. & Mrs/Mrs/Mr + specify surname).	
Name(s) of PAST PUPILS (brother(s) and/or sisters) who attended this school and year of completion at the school.	_____ _____	
Does the child have any brothers/sisters currently attending this school?	Name, Age, Class/Year	
	Name, Age, Class/Year	
	Name, Age, Class/Year	

"I DECLARE THAT ALL OF THE INFORMATION SUBMITTED IS TRUE AND CORRECT"

Signature: _____
Parent/Guardian

Date: _____

PRINT NAME: _____

CHECKLIST - Have you enclosed:-

- ORIGINAL Birth Cert of student (for photocopying by our office)
- Ticked the boxes and signed all relevant sections.
- Enclosed 2 original (different) current Utility Bills of home address i.e. Electricity, Gas, Landline Phone bill, ONLY (to be presented for photocopying by our office staff).

Failure to complete form fully and supply all necessary documentation will deem application invalid.

If/when a letter of offer is issued, we will require further information regarding your son/daughter (i.e., part 2 of the Admissions Application must be completed fully and returned to the school – this form will be enclosed with the letter of offer).

Old Bawn Community School Enrolment Form Privacy Notice

Data Controller

Old Bawn Community School, Old Bawn, Tallaght, Dublin 24.

T: 01 4520566

E: obcsdays@oldbawncs.com

This Privacy Notice governs the way Old Bawn Community School collects, uses, maintains and discloses information collected using School Forms.

Personal Identifiable Information (School)

We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme.
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card.
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments and exam results.
- State Examination Results.

How we use collected information

We use your personal data for purposes including:

- your application for enrolment.
- to provide you with appropriate education and support.
- to monitor your academic progress.
- to care for your health and well-being.

- to care for our staff and students.
- to process grant applications, fees, and scholarships.
- to coordinate, evaluate, fund, and organise educational programmes.
- to comply with our legal obligations as an education body.
- to comply with our monitoring and reporting obligations to Government bodies.
- to process appeals, resolve disputes, and defend litigation etc.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure, or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Old Bawn Community School's Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners 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. The sharing of student personal data and the nature of what is shared depends on various factors. The Government bodies to which we transfer personal data will use that data for their own purposes (including: to verify other information they already hold etc.) and they may aggregate it with other information they already hold about the data subject and the data subject's family.

We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors, consultants etc). In accordance with our Photography Policy, we may share photographs & video on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers, and similar school-related productions.

Your rights

You have several rights in relation to your personal information. These rights include the right to:

- Request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- Request that we rectify without undue delay any inaccuracies in relation to the personal data we hold.
- In some circumstances, request the erasure of your personal data or object to the processing of your data.
- Obtain restriction of processing in some circumstances.
- Object to any processing in some circumstances.
- In some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (please note, that we retain only a copy of certain data collected from you. Furthermore, we do not avail of systems that make automated decisions based on your data);

- If we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- Lodge a complaint with a supervisory authority. In Ireland, this is the office of the Data Protection Commissioner.

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement, please contact us.