

Our Lady of Victories Infant School

Ballymun Road,
Dublin 9, DO9YC99.
E-mail: office@olvinfants.com
Telephone: (01) 837 2372
Web: www.olvinfants.com



GDPR POLICY FOR PARENTS/GUARDIANS

By enrolling in and attending Our Lady of Victories Infant School, you acknowledge that your personal data (including special category personal data) will be processed by Our Lady of Victories Infant School. The purpose of this Fair Processing Notice is to better inform you of:

- Who we are
- What personal data we collect about you and your child who is enrolled and attends our school
- How and why we use your personal data
- Who we share your personal data with
- The reasons why we share your personal data
- How long we keep your personal data
- Your rights as a Data Subject – the person about whom we collect and store personal data

WHO WE ARE:

- We are Our Lady of Victories Infant School
- The Board of Management of Our Lady of Victories Infant School is the Data Controller
- Our address and contact details are: Our Lady of Victories Infant School, Ballymun Road, Dublin 9. Phone 01-8372372, email: office@olvinfants.com , www.olvinfants.com
- We are an infant school, Junior Infants - 1st Class. We provide primary education.

THE INFORMATION WE COLLECT ABOUT YOU

The personal data we collect can include information about your identity and contact details; image/photo ; 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; financial information (regarding payments for books, tours, etc); and other personal data.

HOW AND WHY WE USE YOUR INFORMATION

We use your personal data for purposes including:

- your application for the enrolment of your child
- to provide your child with appropriate education and support
- to monitor your child's academic progress

- to care for your child's health and well-being
- to care for our staff and pupils
- to process grant applications and other funding
- 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
- to process electronic communication, payments, meeting arrangements on the current/ future school systems
- To share pupil school report with you
- We use G Suite (google drive and docs)and Aladdin for many of these purposes

WHO WE SHARE YOUR INFORMATION WITH

Our Lady of Victories Infant School may receive from, share and/or transfer information to a range of third parties such as the following:

- *The Department of Education and Skills*
- *TUSLA/the Child and Family Agency*
- *The National Council for Special Education (NCSE) (with permission)*
- *National Education Psychological Service (NEPS) (with permission)*
- *Department of Social Protection and/or other state benefit provider*
- *The HSE (with permission)*
- *An Garda Síochána*
- *School Insurance Provider*
- *Third Party Service Providers: We may share personal information with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, IT service providers, including, printers, lawyers and other advisors, and providers of security and administrative services, including data processing/cloud storage service providers, e.g. Databiz.*
- *NEWB (National Education Welfare Board)*
- *OLV Senior Boys and Girls School when necessary (e.g student support files which are working documents over a child's primary school life)*

We are legally required to provide certain records relating to the progress of a pupil (under 18 years) in his/her education to the pupil's parents/guardians, including results of assessments.

HOW LONG WE HOLD YOUR CHILD'S DATA

Our Lady of Victories Infant School will comply with data retention requirements as specified by the DES. We will only retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements.

YOU HAVE THE FOLLOWING STATUTORY RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

- Right of access
- Right of rectification of incorrect personal data
- Right to restrict processing
- Right to be forgotten
- Right to data portability for education purposes
- Right to withdraw consent for the processing of your personal data (however, please note that withdrawing consent and requests for restriction/erasure may affect our ability to provide education to your child)
- Right to complain to the Data Protection Commissioner
- (Some of the above rights are subject to limitations in order for use to comply with a number of legal and regulatory obligations.)

UP TO DATE INFORMATION

In order for us to keep your information accurate and up to date, please contact us if any of your details change.

CONTACT

If you would like to discuss anything in this GPPR notice, please contact:

Mary McDonnell, Principal at office@olvinfants.com

Approved by Board of Management on 2nd November 2021

Chairperson of Board of Management

Principal, Our Lady of Victories Infant School

Reviewed (no amendments) on 18th October 2022

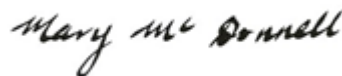
Reviewed with 1 amendment 15th October 2024- addition of Aladdin as platform.

Chairperson Signature:



15th October 2024

Principal signature:



15th October 2024