



## Coláiste Chiaráin – Leixlip

### Privacy Notice to students (and their parents/guardians)

By enrolling in and attending Coláiste Chiaráin, you acknowledge that your personal data (including special category personal data) shall be processed by Coláiste Chiaráin.

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.colaistechiarain.com](http://www.colaistechiarain.com).

#### 1. Who we are:

We are Coláiste Chiaráin.

Our address and contact details are:

Celbridge Road,  
Leixlip,  
Co.Kildare.

01-624 3226

[info@colaistechiarain.com](mailto:info@colaistechiarain.com)

We provide post-primary/ secondary education.

For further information, see our Data Protection Policy available at [www.colaistechiarain.com](http://www.colaistechiarain.com).

#### 2. The information we collect about you

When you are a student with Coláiste Chiaráin, 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; financial information (re fees, grants, scholarships etc); and other personal data.

Further details of the data we collect about you can be found in 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. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

### **3. How we use your information and the legal basis**

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.*

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to of our Data Protection Policy available at [www.colaistechiarain.com](http://www.colaistechiarain.com).

### **4. Who we share your information with**

We 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, the Revenue Commissioners etc.

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 (including IT providers, 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 available at [www.colaistechiarain.com](http://www.colaistechiarain.com).

### **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**

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Coláiste Chiaráin. For further information on the retention periods, please go to page 5 of our Data Protection Policy available at [www.colaistechiarain.com](http://www.colaistechiarain.com).

### **8. 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 pages 5 and 6 of our Data Protection Policy available [www.colaistechiarain.com](http://www.colaistechiarain.com).

### **9. Junior Cycle Profile of Achievement Award**

One of the functions of the Department of Education and Skills is to provide support services to recognised schools. In recent years the Department has developed the Post-Primary Online Database (PPOD) to assist schools in recording and processing details of students enrolled in post-primary schools.

Schools will be enabled to record additional student data, see Appendix A, on P-POD for the purpose of producing a Junior Cycle Profile of Achievement (JCPA) for each of their students who completes the Junior Cycle.

This approach enables:

- schools to record on PPOD, in advance of the Junior Cycle/Certificate State examination, the subjects, short courses and Priority Learning Units (PLUs) that a student is undertaking
- the State Examinations Commission (SEC) will provide state examinations final results electronically to the Department of Education and Skills for upload to PPOD and association of these results with each student.
- Department of Education and Skills to provide the JCPAs electronically to schools for each student.
- schools to complete the 'other areas of learning' section of the JCPA for each student and deliver the award to students. The 'other areas of learning' section of the JCPA allows the school to report on other learning experiences and events that the student has participated in outside the formal timetabled curriculum. The data entered at school level for 'other areas of learning' will not be stored on the Department's database.
- following production of the JCPA for each student the school will retain a copy of the full JCPA for each student.
- once JCPAs are produced the data will be anonymised by the Department of Education & Skills and used in statistical analysis. No identifiable individual data is used by the Department.
- only a small number of staff within the Department of Education & Skills has access to the personal data and then solely to provide technical support to your school when it is using PPOD.
- student data as set out in Appendix A will not be shared with anyone else other than another post-primary school in which the student enrolls.
- Pursuant to Section 3 and Section 4 of the Data Protection Acts, you may access your personal data and request a copy of your data held on PPOD by contacting your school, or if you are a former student by contacting the Department of Education & Skills
- Under data protection law you may object to the processing of your data or seek to have the data corrected
- More detail on use of personal data by the Department is contained in the FAQ on PPOD available on <https://www.education.ie/en/The-Department/DataProtection/FAQ.html>
- The Department of Education & Skills Data Controller for PPOD is the Principal Officer in the Parents, Learners and Database Section within the Department who can be contacted by e-mailing [p-podhelpdesk@education.gov.ie](mailto:p-podhelpdesk@education.gov.ie)
- The Data Protection Officer for the Department may be contacted by e-mailing [gdpr@education.gov.ie](mailto:gdpr@education.gov.ie)

### **10. Contact**

If you would like to discuss anything in this privacy notice, please contact Joseph Sweeney (Principal) at email: [principal@colaistechiarain.com](mailto:principal@colaistechiarain.com) in this school.

## **APPENDIX A**

List of post-primary student personal data recorded by post-primary schools on PPOD for the purpose of producing the Junior Cycle Profile of Achievement (JCPA). The purpose for which each item is collected is explained in the FAQ for P-POD which is available on [www.education.ie](http://www.education.ie)

This type of data was stored on PPOD for the first time in 2016/17.

For each subject where an examination held by the State Examinations Commission was taken

- Level taken in the final examination
- Outcome of Classroom-Based Assessments 1 and 23
- Predicted medium through which final examination taken Irish/English
- Overall grade awarded by State Examinations Commission
- Annotation of result to indicate a subject was assessed except for a particular element e.g. aural is missing

For each short course taken up to a maximum of 4 short courses per student

- Code
- Title
- Level of Learning Programme - 2 or 3
- Medium Irish/English
- Outcome of Classroom- Based Assessment

In addition the following data provide by the State Examinations Commission will be printed on your JCPA

- Forename and Surname – as provided to the State Examination Commission
- Date of Birth – to aid identification whether there are more than two students with the same name
- State examination candidate number – to assist with any follow up query with State Examinations

Information on other personal data stored outside of PPOD and used by your school in producing your JCPA is available in your school's Data Protection Policy a copy of which may be obtained from your school.

Information on the all other personal data of students collected and processed by schools using PPOD is available in the Fair Processing Note for P-POD copies of which are available at [www.education.ie](http://www.education.ie)