



Stratford College

Co-educational Secondary School

Data Protection Policy

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1 Purpose and Scope

- 1.1 The purpose of this Data Protection Policy is to support Stratford College in meeting its responsibilities with regard to the processing of personal data. These responsibilities arise as statutory obligations under the relevant data protection legislation. They also stem from our desire to process all personal data in an ethical manner which respects and protects the fundamental rights and freedoms of natural persons.
- 1.2 This policy aims to help transparency by identifying how Stratford College expects personal data to be treated (or “processed”). It helps to clarify what data is collected, why it is collected, for how long it will be stored and with whom it will be shared.
- 1.3 The Irish *Data Protection Act (2018)* and the European *General Data Protection Regulation (2016)* are the primary legislative sources.¹ As such they impose statutory responsibilities on Stratford College as well as providing a number of fundamental rights (for students, parents/guardians and staff and others) in relation to personal data.
- 1.4 Stratford College recognises the seriousness of its data processing obligations and has implemented a set of practices to safeguard personal data. Relevant policies and procedures apply to all school staff, boards of management, trustees, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within Stratford College).
- 1.5 Any amendments to this Data Protection Policy will be communicated through Stratford College website and other appropriate channels, including direct communication with data subjects where this is appropriate. We will endeavour to notify you if at any time we propose to use Personal Data in a manner that is significantly different to that stated in our Policy, or, was otherwise communicated to you at the time that it was collected.
- 1.6 Stratford College is a *data controller of personal data* relating to its past, present and future staff, students, parents/guardians and other members of Stratford College community. Formally, the statutory responsibility of Controller is assigned to the Board of Management. The Principal is assigned the role of co-ordinating the implementation of this Policy and for ensuring that all staff who handle or have access to Personal Data are familiar with their responsibilities.

Name	Responsibility
Board of Management	Data Controller
Principal	Implementation of Policy
All Staff	Adherence to the Data Processing Principles
Entire School Community	Awareness and Respect for all Personal Data

2 Processing Principles

- 2.1 **Processing** is the term used to describe any task that is carried out with personal data e.g. collection, recording, structuring, alteration, retrieval, consultation, erasure as well as disclosure by transmission, dissemination or otherwise making available. Processing can include any activity that might relate to personal data under the control of Stratford College, including the storage of personal data, regardless of whether the records are processed by automated or manual means.

¹ Stratford College is also cognisant of other legislation which relates to the processing of personal data, whether in manual or in electronic form. For example, the 2011 e-Privacy Regulations (S.I. No. 336 of 2011) provide statutory guidance with regard to certain data processing operations (e.g. direct marketing, cookie notifications on school website etc.).

- 2.2 There are a number of fundamental principles, set out in the data protection legislation, that legally govern our treatment of personal data. As an integral part of its day to day operations, Stratford College will ensure that all data processing is carried out in accordance with these processing principles.
- 2.3 These principles, set out under GDPR, establish a statutory requirement that personal data must be:
- (i) processed lawfully, fairly and in a transparent manner (**lawfulness, fairness and transparency**);
 - (ii) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (**purpose limitation**);
 - (iii) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (**data minimisation**);
 - (iv) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (**accuracy**);
 - (v) kept for no longer than is necessary for the purposes for which the personal data are processed²; (**storage limitation**);
 - (vi) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (**integrity and confidentiality**).
- 2.4 GDPR also establishes **Accountability** as a core data processing principle. This places a statutory responsibility on Stratford College, as Data Controller, to be able to demonstrate compliance with the other principles i.e. the 6 data processing principles set out in the previous paragraph (2.3 above).

3 Lawful Basis for Processing Personal Data

- 3.1 Whenever Stratford College is processing personal data, all of the principles listed in the previous section(s), must be obeyed. In addition, at least one of the following bases (GDPR Article 6) must apply if the processing is to be lawful,
- (i) compliance with a legal obligation
 - (ii) necessity in the public interest
 - (iii) legitimate interests of the controller
 - (iv) contract
 - (v) consent
 - (vi) vital interests of the data subject.
- 3.2 When processing **special category personal data**, Stratford College will ensure that it has additionally identified an appropriate lawful basis under GDPR Article 9.³ Special categories of personal data are those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

² Data may be stored for longer periods if being processed for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes (subject to appropriate technical and organisational measures required to safeguard the rights and freedoms of the data subject).

³ GDPR Article 9 sets out the lawful bases that apply to the processing of special categories of personal data.

4 Processing Activities Undertaken by Stratford College

- 4.1 **Record of Processing Activities** This policy sets out the purposes for which Stratford College collects and uses personal data for each of the various categories of data held (student, staff, parent, etc).
- 4.2 **Student Records** The purposes for processing student personal data include the following: ⁴
- (i) to provide information prior to application/enrolment;
 - (ii) to determine whether an applicant satisfies Stratford College's admission criteria;
 - (iii) to comprehend the educational, social, physical and emotional needs of the student;
 - (iv) to deliver an education appropriate to the needs of the student;
 - (v) to ensure that any student seeking an exemption from Irish meets the criteria;
 - (vi) to ensure that students benefit from relevant additional educational or financial supports;
 - (vii) to contact parents/guardians in case of emergency or in the case of school closure;
 - (viii) to monitor progress and to provide a sound basis for advising students and parents/guardians;
 - (ix) to inform parents/guardians of their child's educational progress etc.;
 - (x) to communicate information about, and record participation in, school events etc.;
 - (xi) to compile yearbooks, establish a school website, and to keep a record of the history of Stratford College;
 - (xii) to comply with legislative or administrative requirements;
 - (xiii) to furnish documentation/ information about the student to the Department of Education and Skills, the State Exams Commission, the National Council for Special Education, TUSLA, and others in compliance with law and directions issued by government departments.
- 4.3 **Parent/Guardian Records** Stratford College does not keep personal files for parents or guardians. However, information about, or correspondence with, parents may be held in the files for each student. This information shall be treated in the same way as any other information in the student file.
- 4.4 **Staff Records** As well as records for existing members of staff (and former members of staff), records may also relate to applicants applying for positions within Stratford College, trainee teachers and teachers under probation. The purposes for which staff personal data is processed include the following:
- (i) the management and administration of school business (now and in the future);
 - (ii) to facilitate the payment of staff, and calculate other benefits/ entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant);
 - (iii) to facilitate pension payments in the future;
 - (iv) human resources management;
 - (v) recording promotions made (documentation relating to promotions applied for) and changes in responsibilities etc.;
 - (vi) to enable Stratford College to comply with its obligations as an employer including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the *Safety, Health and Welfare at Work Act. 2005*);
 - (vii) to enable Stratford College to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies;
 - (viii) and for compliance with legislation relevant to Stratford College.
- 4.5 **Board of Management Records** Board of Management records are kept in accordance with the Education Act 1998 and other applicable legislation. Minutes of Board of Management meetings record attendance,

⁴ Appendix 2 sets out the type of personal data being processed by Stratford College and the purposes for which this data is being processed. This list is likely to be subject to revision from time to time. For example, changes in curriculum or legislation may require adjustments in the personal data processing.

items discussed and decisions taken. Board of Management business is considered confidential to the members of the Board.

- 4.6 **Financial Records** This information is required for routine management and administration of Stratford College's financial affairs, including the payment of fees, invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.
- 4.7 **CCTV Records** Stratford College processes personal data in the form of recorded CCTV images. We use CCTV for the following purposes:
- (i) to secure and protect Stratford College's premises and assets;
 - (ii) to deter crime and anti-social behaviour;
 - (iii) to assist in the investigation, detection, and prosecution of offences;
 - (iv) to monitor areas in which cash and/or goods are handled;
 - (v) to deter bullying and/or harassment;
 - (vi) to maintain good order and ensure Stratford College's Code of Behaviour is respected;
 - (vii) to provide a safe environment for all staff and students;
 - (viii) for the taking and defence of litigation;
 - (ix) for verification purposes and for dispute-resolution, particularly in circumstances where there is a dispute as to facts and where the recordings may be capable of resolving that dispute.
- 4.8 **Shared Services Stratford National School:** Any data shared between Stratford College and Stratford National School will be processed under the procedures and policies set out in the Stratford College Data Protection Policy 2020. The data accessed will be solely used for the purpose of facilitating planning for future enrolment of Stratford College. The data processing will be managed by the Principal and coordinated by the Administrative Staff of Stratford College. The data shared will only be kept for as long as needed and for the purpose for which it was obtained.

5 Recipients

- 5.1 **Recipients** These are defined as organisations and individuals to whom Stratford College transfers or discloses personal data. Recipients may be data controllers, joint controllers or processors. A list of the categories of recipients used by Stratford College is provided in the appendices (Appendix 3). This list may be subject to change from time to time.
- 5.2 **Data Sharing Guidelines**
- (i) From time to time Stratford College may disclose Personal Data to third parties, or allow third parties to access specific Personal data under its control. An example could arise should Gardai submit a valid request under Section 41(b) of the Irish Data Protection Act which allows for *processing necessary and proportionate for the purposes of preventing, detecting, investigating or prosecuting criminal offences*.
 - (ii) In all circumstances where personal data is shared with others, Stratford College will ensure that there is an appropriate lawful basis in place (GDPR Articles 6, 9 as appropriate). We will not share information with anyone without consent unless another lawful basis allows us to do so.
 - (iii) Most data transfer to other bodies arises as a consequence of legal obligations that are on Stratford College, and the majority of the data recipients are Controllers in their own right, for example, the Department of Education and Skills. As such their actions will be governed by national and European data protection legislation as well their own organisational policies.⁵
 - (iv) Some of Stratford College's operations require support from specialist service providers. For example, Stratford College may use remote IT back-up and restore services to maintain data security

⁵ The Data Protection Policy of the Department of Education and Skills can be viewed on its website (www.education.ie).

and integrity. In cases such as these, where we use specialist data processors, we will ensure that the appropriate security guarantees have been provided and that there is a signed processing agreement in place.

6 Personal Data Breaches

6.1 Definition of a Personal Data Breach A personal data breach is defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

6.2 Consequences of a Data Breach

- (i) A breach can have a significant adverse effect on individuals, which can result in physical, material or non-material damage. This can include discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality etc. Children because of their age may be particularly impacted.
- (ii) In addition to any detrimental impact on individual data subjects, a data breach can also cause serious damage to Stratford College. This can include reputational damage as well as exposing Stratford College to other serious consequences including civil litigation.
- (iii) It should be noted the consequences of a data breach could include disciplinary action, criminal prosecution and financial penalties or damages for Stratford College and participating individuals.⁶

6.3 Responding to a Data Breach

- (i) Stratford College will always act to prioritise and protect the rights of those individuals whose personal data is affected.
- (ii) As soon as Stratford College becomes aware that an incident has occurred, measures will be taken to assess and address the breach appropriately, including actions to mitigate any possible adverse effects.
- (iii) Where Stratford College believes that there is a risk to the affected individuals, Stratford College will (within 72 hours of becoming aware of the incident) submit a report to the Data Protection Commission.
- (iv) Where a breach is likely to result in a high risk to the affected individuals, Stratford College will inform those individuals without undue delay.

7 Data Subject Rights

7.1 Your Rights Personal Data will be processed by Stratford College in a manner that is respectful of the rights of data subjects. Under GDPR these include⁷

- (i) the right to information
- (ii) the right of access
- (iii) the right to rectification
- (iv) the right to erasure ("right to be forgotten")
- (v) the right to restrict processing
- (vi) the right to data portability
- (vii) the right to object
- (viii) the right not to be subject to automated decision making
- (ix) the right to withdraw consent
- (x) the right to complain.

7.2 Right to be Informed You are entitled to information about how your personal data will be processed. We address this right primarily through the publication of this Data Protection Policy. We also publish additional

⁶ The Data Protection Act 2018 established a number of offences whereby breaches of the Act can result in fines and/or imprisonment.

⁷ For further information on your rights see www.GDPRandYOU.ie.

privacy notices/statements which we provide at specific data collection times, for example, our Website Data Privacy Statement is available to all users of our website. Should you seek further clarification, or information that is not explicit in our Policy or Privacy Statements, then you are requested to forward your query to Stratford College.

- 7.3 **Right of Access** You are entitled to see any information we hold about you. Stratford College will, on receipt of a request from a data subject, confirm whether or not their personal data is being processed. In addition, a data subject can request a copy of their personal data. Stratford College in responding to a right of access must ensure that it does not adversely affect the rights of others.
- 7.4 **Right to rectification** If you believe that Stratford College holds inaccurate information about you, you can request that we correct that information. The personal record may be supplemented with additional material where it is adjudged to be incomplete.
- 7.5 **Right to be forgotten** Data subjects can ask Stratford College to erase their personal data. Stratford College will act on such a request providing that there is no compelling purpose or legal basis necessitating retention of the personal data concerned.
- 7.6 **Right to restrict processing** Data subjects have the right to seek a restriction on the processing of their data. This restriction (in effect requiring the controller to place a “hold” on processing) gives an individual an alternative to seeking erasure of their data. It may also be applicable in other circumstances such as where, for example, the accuracy of data is being contested.
- 7.7 **Right to data portability** This right facilitates the transfer of personal data directly from one controller to another. It can only be invoked in specific circumstances, for example, when processing is automated and based on consent or contract.
- 7.8 **Right to object** Data subjects have the right to object when processing is based on Stratford College’s legitimate interests or relates to a task carried out in the public interest (e.g. the processing of CCTV data may rely on Stratford College’s legitimate interest in maintaining a safe and secure school building). Stratford College must demonstrate compelling legitimate grounds if such processing is to continue.
- 7.9 **Right not to be subject to automated decision making** This right applies in specific circumstances (as set out in GDPR Article 22).
- 7.10 **Right to withdraw consent** In cases where Stratford College is relying on consent to process your data, you have the right to withdraw this at any time, and if you exercise this right, we will stop the relevant processing.
- 7.11 **Limitations on Rights** While Stratford College will always facilitate the exercise of your rights, it is recognised that they are not unconditional: Stratford College may need to give consideration to other obligations.⁸
- 7.12 **Right to Complain**
 - (i) If you are concerned about how your personal data is being processed, then please address these concerns in the first instance to the Principal who is responsible for operational oversight of this policy.⁹
 - (ii) A matter that is still unresolved may then be referred to Stratford College’s Data Controller (i.e., the Board of Management) by writing to the Chairperson c/o school.

⁸ See GDPR Articles 12-23 for a full explanation of subject rights and their application.

⁹ Parents/Guardians may also, where applicable, have the option of invoking Stratford College’s formal complaints procedure (available from school).

- (iii) Should you feel dissatisfied with how we have addressed a complaint or concern that you have raised, you have the right, as data subject, to bring the matter to the attention of the Irish Data Protection Commission.

Telephone	+353 57 8684800 +353 (0)761 104 800
Lo Call Number	1890 252 231
Fax	+353 57 868 4757
E-mail	info@dataprotection.ie
Post	Data Protection Commission Canal House, Station Road Portarlinton, Co. Laois R32 AP23
Website	www.dataprotection.ie

Signed: Cormac Murphy
Chairperson of the Board of Management

Signed: Patricia Gordon
Principal

Dated: 27th May 2019

Dated: 27th May 2019

This policy is reviewed annually.

Last reviewed: 5th June 2025

Appendix 1. GLOSSARY

Child - a person under the age of 18 years. Children are deemed as vulnerable under GDPR and merit specific protection with regard to their personal data, as they may be less aware of the risks, consequences and safeguards concerned and their rights in relation to the processing of personal data.

Controller or Data Controller - an entity or person who, alone or jointly with others, determines the purposes and means of the processing of personal data. In this policy, the data controller is Stratford College.

Consent - any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

Data Protection Commission - the national supervisory authority responsible for monitoring the enforcing the data protection legislation within Ireland. The DPC is the organisation to which schools as data controllers must notify data breaches where there is risk involved.

Data Protection Legislation – this includes (i) the General Data Protection Regulation (GDPR) - *Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data*, and (ii) the Irish Data Protection Act (2018). GDPR is set out in 99 separate *Articles*, each of which provides a statement of the actual law. The regulation also includes 171 Recitals to provide explanatory commentary.

Data Subject - a living individual who is the subject of the Personal Data, i.e. to whom the data relates either directly or indirectly.

Data concerning health - personal data related to the physical or mental health of a natural person, including the provision of health care services, which reveal information about his or her health status. This is an example of special category data (as is data concerning special education needs).

Personal data - any information relating to an identified or identifiable natural person (a “data subject”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal data breach - a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

Processing - any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Processor or Data Processor - a person or entity who processes Personal Data on behalf of a Data Controller on the basis of a formal, written contract (but does not include an employee of a controller who processes such data in the course of his or her employment).

Profiling - any form of automated processing of personal data intended to evaluate, analyse, or predict data subject behaviour.

(Relevant) Filing System - any set of information that is structured, either by reference to individuals, or by reference to criteria relating to individuals, in such a manner that specific information relating to an individual is readily retrievable.

Special categories of data - personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Appendix 2. PERSONAL DATA AND RELATED PROCESSING Purposes

PURPOSES FOR PROCESSING	DESCRIPTION OF PERSONAL DATA
1. Contact and identification information This information is needed to identify, contact and enrol students.	
Purposes may include: • to add names to a contact list prior to formal application • to provide appropriate information to prospective students • to make contact in case of school closure (e.g. adverse weather conditions) • to send SMS text messages and emails about meetings, etc.	Information required to confirm student/parent identity and contact through communications: • student name • gender • date of birth • family details (parents/guardians name, address, contact details to include phone numbers, email addresses etc).
2. Application information We use this to determine whether an applicant meets eligibility requirements as set out in our Admission Policy.	
In addition to data outlined at (1) above, we collect personal data via Application Forms and Student Transfer Forms. Where the student is offered a place, completed Application Forms are placed on the student's file. Where the student is not offered a place, the data will be used for the purposes of responding to any section 29 appeals process. Applicants may opt to provide data on "Religion" at this stage where this forms part of Stratford College's admissions criteria. Any information not required to operate the Admissions <u>Procedure</u> , is identified as <u>optional</u> .	Information as required to ascertain eligibility under Stratford College's Admissions Policy: • Name and address of current school • Class in current school • Details of siblings, etc. • Details of any special educational needs (SEN). (NB <u>only</u> for admission to a special school, or a SEN unit). • Language: details re Irish language. (Gaelscoil / Gaelcholáiste only) • Religion (based on consent)
3. Enrolment information Once Stratford College has accepted the student's application, and has offered the student a place, other information is collected in addition to the data outlined at (1) and (2) above. This personal data is used for administrative and management tasks e.g. school communications, timetabling, scheduling parent teacher meetings, school events, arrangements for academic registration, class details, start dates, book lists, subject-selection, school trips etc.	
<u>Contact and Identification Information:</u> We use this information: • to make contact in case of school closure (e.g. adverse weather conditions), or an emergency (ill-health or injury), • to communicate issues relating to progress, welfare or conduct in school, non-attendance or late attendance, etc. • to send SMS text messages and emails about important events, e.g. start dates, course details, meetings, school events, etc.	• Student name and date of birth (requires birth certificate verification by school) • PPSN, Address including Eircode • Extended family details (parent/guardian names, contact details, postal & email address, phone numbers, addresses, details of any court orders or other arrangements governing access to, or custody of, child). • Details of next of kin (for contact in case of emergency)
<u>Academic record:</u> We use this information to deliver education appropriate to the needs of the student, to assess the student's educational progress. Standardised test results used for the purposes of assessing literacy/numeracy progress, for Reasonable Accommodation in State Examinations, for assisting in referrals to NEPS, and for career guidance etc.	• Reports, references, assessments and other records from any previous school(s) attended by the student. • Education Passport (6th Class Report provided by primary school <u>after post-primary school confirms enrolment</u>. Protocols set out in DES Circulars 42/2015 and 34/2016). • Standardised testing Results
<u>Language spoken:</u> Without this information Stratford College will not know how to meet the student's needs and to deliver appropriate education. This ensures the student has access to language support (where necessary). <u>Irish Exemption</u> Information re application for Irish exemption if eligible (e.g. received primary school up to 11 years of age outside Ireland, evidence of disability, student from abroad etc).	• Information about language spoken (for language support) • Details of whether the student received EAL (English as an Additional Language) support. • Details re whether student is exempt from studying Irish • Details to ascertain if student is eligible for exemption from study of Irish
<u>Medical information for health purposes:</u> This information is essential to meet our duty of care to the student. We use this information to (i) ensure we know who to contact in case of emergency, (ii) ensure that we have relevant information to safeguard/prevent damage to student health (iii) meet medical/care needs when students are in school (iv) facilitate appropriate advanced planning with parents/guardians (e.g. notification to relevant personnel within Stratford College, storage of medications, staff training where necessary etc).	• Emergency contact details (name, telephone, details of relationship to the student etc). • Details of the student's GP (to be contacted in case of emergency). • Details of any relevant medical information (e.g. medical condition, allergies, treatment/care plan etc) to facilitate appropriate advanced planning with parents/guardians. This may include use of student's photograph for display in the Staff room as part of the emergency action plan.

<u>SEN and Medical information for educational purposes:</u> We cannot meet our duty of care to the student and our obligations under EPSEN Act 2004 without this information. We use this information to (i) make application to the DES for allocation of resources to support student (ii) ensure school has relevant information to deliver education appropriate to student's needs (iii) apply for appropriate accommodation(s) and/or therapeutic supports where available.	• Details of any special needs/medical needs that need to be accommodated, e.g. medical assessment, hearing/vision issues, psychological assessment/report. • Details of whether the student has been in receipt of learning support. • Details of whether the student been granted resource teaching hours and/or special needs assistance hours by the NCSE.
<u>Information sought by Department of Education and Skills (DES):</u> We are under a legal obligation to return specific enrolment information concerning each student to DES (SI 317/2015). This data is used to calculate teacher and resource allocation, capitation, grant payments for schools, for statistical analysis and reporting in the areas of social inclusion and integration of students in the education system, and for planning purposes. Other (optional) information is sought for purposes relating to planning, social inclusion and integration of students in the education system.	Personal data is transferred to the DES via the Post-Primary Online Database as set out in the <u>Privacy Notice for P-POD</u> provided by DES. Required information includes, e.g. birth name of student and mother (to verify student identity). The DES seeks some additional information on an optional basis (i.e. based on parental consent), for example, • Ethnic/Cultural background
<u>Use of photographs for yearbooks, social media, website etc.:</u> Photographs, and recorded images of students may be taken at school events and to celebrate school achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of Stratford College.	• Consent to use (for these purposes) images or recordings in printed or digital format. • Separate consents will be sought for different publication forums. (NB This <u>excludes</u> CCTV recordings - see school CCTV policy).
<u>Religion</u> only sought where Stratford College facilitates religious instruction/faith formation at the request of parent(s)/guardian(s).	• Religious denomination (based on consent)
<u>Consents to direct marketing:</u> If you wish to receive direct marketing you can give consent for us to contact you by SMS text and/or email. Your right to opt-out only relates to Stratford College contacting you for direct marketing purposes.	<u>Note:</u> We will still contact you on your mobile in case of an emergency relating to your child and/or to communicate messages about school events (e.g. school closure, parent-teacher meetings etc).
4. Personal data gathered during student's time in School We cannot meet our statutory obligation to deliver appropriate education to students and/or we cannot satisfy our duty of care to each student without processing this information.	
<u>Academic progress:</u> Stratford College processes this personal data in order to deliver education to students, and to evaluate students' academic progress, to register the student for State Examinations (Junior Cycle, Leaving Cycle), to submit the students' work to the recognised accrediting body etc.	• Academic progress and results • State exam results • Results of in-school tests/exams (i.e. end of term, end of year exams, assessment results) • Continuous assessment and end of term/year reports
<u>Attendance:</u> Stratford College is required to collect and monitor attendance data and to notify the Education Welfare Officer (TUSLA) in certain circumstances, such as (i) where the student is suspended for 6 days or more (ii) where the student is absent for an aggregate period of 20 school days during the course of the year, (iii) where the Principal is of the opinion that the student is not attending school regularly. Stratford College will notify parent/guardian in the event of non-attendance or absences.	Statutory processing pursuant to the Education (Welfare) Act 2000. • Attendance records including Registers and Roll books etc. • Records of referrals to TUSLA School Register and Roll Books are documents of enduring historical value and are retained in Stratford College's archives for archival purposes in the public interest.
<u>School tours/trips:</u> Information required to make appropriate travel arrangements, to implement insurance cover, to arrange appropriate supervision ratios, to ensure medical/health issues are properly accommodated, to engage in responsible planning, and to ensure necessary paperwork for INIS (Irish Border Control/Irish Naturalisation & Immigration Service requirements where children are travelling with someone other than their parent or guardian).	Information to ensure trip is properly organised and supervised, including: • permission slips (signed by parents/guardians), • itinerary reports • Letter from parent(s)/guardian(s) giving consent to travel. • Copy of birth/adoption certificate or guardianship papers • Copy of marriage/divorce certificate (where parent has different surname to child). • Copy of the parent/guardian's passport or State identity document.
<u>Garda vetting outcomes:</u> Certain work experience roles may require that a student be Garda vetted (Statutory vetting process).	Information as set down in National Vetting Bureau (Children and Vulnerable Persons) Act 2012. • Garda vetting form

<u>CCTV images:</u> Stratford College processes this data for the purposes outlined in our CCTV Policy, a copy of which is attached to this Policy, available on Stratford College's website e.g. <i>We use CCTV for security purposes; to protect premises and assets; to deter crime and anti-social behaviour; to assist in the investigation, detection, and prosecution of offences; to monitor areas in which cash and/or goods are handled; to deter bullying and/or harassment; to maintain good order and ensure Stratford College's Code of Behaviour is respected; to provide a safe environment for all staff and students; for verification purposes and for dispute-resolution, particularly in circumstances where there is a dispute as to facts and the recordings may be capable of resolving that dispute; for the taking and defence of litigation.</i>	CCTV is in operation at the perimeter, exterior and certain internal common areas within Stratford College both during the daytime and during the night hours each day. CCTV is used at external points on the premises (e.g. at front gates, in the car-park etc) and at certain internal points (e.g. front desk/reception area, corridors etc). In areas where CCTV is in operation, appropriate notices are displayed.
<u>Special needs data, educational support records, medical data etc:</u> Without this information, Stratford College will not know what resources need to be put in place in order to meet the student's needs and to deliver appropriate education in-keeping with its statutory obligations. This is in order to assess student needs, determine whether resources can be obtained and/or made available to support those needs, and to develop individual education plans. Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, Stratford College is required to furnish to the National Council for Special Education (the statutory agency established under the Education for Persons with Special Educational Needs Act 2004) such information as the Council may from time to time reasonably request.	Stratford College collects information relating to any special educational needs, psychological assessments/reports, information about resource teaching hours and/or special needs assistance hours, etc. Schools are also required to share this personal data with SENOs employed by the NCSE. • Psychological assessments, • Special Education Needs' files, reviews, correspondence • Individual Education Plans, • Learning support file, • Notes relating to inter-agency meetings, • Medical information (including details of any medical condition and/or medication/treatment required) • Psychological, psychiatric and/or medical assessments
<u>Child protection, child welfare records:</u> Stratford College is required to follow DES Child Protection Procedures (Circular 81/2017) and to take appropriate action to safeguard the welfare of students in its care (Child Protection Procedures for Primary and Post-Primary Schools 2017). Staff have a legal responsibility to report actual or suspected child abuse or neglect to the Child & Family Agency ("TUSLA") and to An Garda Síochána. Mandatory reporting obligations arise under Children First 2015, the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012.	Mandatory reporting obligations require data sharing with TUSLA, An Garda Síochána and any other appropriate law enforcement or child protection authorities. DES Inspectorate may seek access to Stratford College's child protection records for audit purposes. • Child protection records • Child safeguarding records • Other records relating to child welfare • Meitheal meetings convened by TUSLA
<u>Counselling & Pastoral Care Records:</u> This information is required to provide access to counselling services and/or psychological services and to provide supports to students, resolve behavioural, motivational, emotional and cognitive difficulties through assessment and therapeutic intervention, to engage in preventative work etc. Personal data (and special category personal data) will be shared with third parties (e.g. TUSLA, NEPS, CAMHS, An Garda Síochána, Medical practitioners treating the student) for the purpose of Stratford College complying with its legal obligations and/or in the student's vital/best interests.	• Guidance Counselling notes • Psychological service notes • Referrals to/records relating to therapeutic services and other interventions • Minutes, notes and other records concerning Student Support Team/Pastoral Care Team Meetings
<u>Internal school processes:</u> This information (e.g. anti-bullying processes and disciplinary/Code of Behaviour processes) is required to meet Stratford College's duty of care to all its students and staff, to comply with relevant Circulars issued by the Department of Education and Skills, and to run Stratford College safely and effectively. Data collected in these processes may be transferred to Stratford College's insurer and/or legal advisors or management body as appropriate where required for disputes resolution, fact verification, and for litigation purposes.	• Records of parental complaints. • Records of other complaints (student to student complaints etc). • Records relating bullying investigations. • Records relating to Code of Behaviour processes (expulsion, suspension etc.) including appeals data and section 29 appeals material.
<u>Accident and injury reports:</u> This information is processed to operate a safe environment for students and staff, to identify and mitigate any potential risks, and to report incidents/accidents. This data may be transferred to Stratford College's insurance	• Accident reports • Incident Report Forms • Notifications to insurance company • Exchanges with legal advisors.

company and/or indemnifying body and/or legal advisors as appropriate. Data will be shared with An Garda Síochána, TUSLA and the Health & Safety Authority where appropriate.	• Notifications to Health & Safety Authority (HSA)
<u>Financial information, fees etc:</u> Without this information, Stratford College cannot process applications, make grant payments, or receive payment of monies (e.g. course fees, school trips etc). After completion of the payments, the documentation is retained for audit and verification purposes. Stratford College's financial data are audited by external auditors.	• Information relating to payments from student's parents/guardians (including fee support and fee waiver documentation), • Scholarship/Grant applications (including Gaeltacht, book rental scheme etc).
5. Charity Tax Back Forms This information is required so that Stratford College may avail of the scheme of tax relief for donations of money received.	
To claim the relief, the donor must complete a certificate and forward it to Stratford College to allow it to claim the grossed up amount of tax associated with the donation. This information is retained by Stratford College in the case of audit by the Revenue Commissioners.	• CHY3/CHY4 tax back forms • Donor name, Address & Telephone Number • PPS Number • Tax Rate • Signature • Gross amount of donation
6. Parent Nominees on Boards of Management This information is required to enable the Board of Management to fulfil its statutory obligations.	
Processing undertaken in accordance with the Education Act 1998 and other applicable legislation, including decisions taken for accountability and good corporate governance.	• Name, address and contact details of Parent Nominee • Records in relation to appointment to the Board • Minutes of Board of Management meetings and correspondence to the Board.

Appendix 3. CATEGORIES OF RECIPIENTS

Department of Education and Skills (DES) Stratford College is required to provide student data to the *Department of Education and Skills (DES)*. This transfer of data is primarily made at the beginning of each academic year ("October Returns") using a secure Post-Primary Online Database (P-POD) system. The October Returns contain individualised data such as PPS number which acts as an identifier to validate that the data belongs to a recognised student.¹⁰ The DES has published a "Fair Processing Notice" to explain how the personal data of students is processed.¹¹

State Examinations Commission (SEC) data on entrants for the state examinations is provided via the October Returns to SEC to assist its planning of the state examinations.

Student support and welfare student data may be shared with a number of public state bodies including *National Educational Psychological Service* (NEPS psychologists support schools and students); *National Council for Special Education* (the NCSE role is to support schools and students with special education needs); *National Education Welfare Board* (Stratford College is required to share student attendance with the NEWB). Data to support student access to further and higher education may also be shared for processing as part of *Student Universal Support Ireland* (SUSI), *Higher Education Access Route* (HEAR) and *Disability Access Education Route* (DARE).

Legal requirements where appropriate, particularly in relation to Child Protection and safeguarding issues, Stratford College may be obliged to seek advice and/or make referrals to *Túsla*.¹² Stratford College may share personal data with *An Garda Síochána* where concerns arise in relation to child protection. Stratford College will also report matters of alleged criminal acts, criminal behaviour, criminal damage, etc., to allow prevention, detection and investigation of offences. Where there is a lawful basis for doing so, personal data may also be shared with the *Revenue Commissioners* and the *Workplace Relations Commission*.

Insurance data may be shared with Stratford College's insurers where this is appropriate and proportionate. Stratford College may also be obliged to share personal data with the *Health and Safety Authority*, for example, where this is required as part of an accident investigation.

Professional Advisors some data may be shared with legal advisors (solicitors, etc.), financial advisors (pension administrators, accountants, etc.) and others such as school management advisors; this processing will only take place where it is considered appropriate, necessary and lawful.

Other schools and Universities/Colleges/Institutes where the student transfers to *another educational body*, or goes on an exchange programme or similar, Stratford College may be asked to supply certain information about the student, such as academic record, references, etc.

Work Placement some data may be shared, on request, with work placement providers and *employers* where this is appropriate and necessary to support students engaged in work experience or similar programmes.

Voluntary Bodies some personal data may be shared as appropriate with bodies such as Stratford College's *Parents Association*. This data sharing will only take place where consent has been provided.

¹⁰ Where the October Returns include sensitive personal data regarding personal circumstances then explicit and informed consent for the transfer of this data may be sought from students/parents/guardians.

¹¹ These can be found on www.education.ie (search for Circular Letters 0047/2010 and 0023/2016 in the "Circulars" section). The Department of Education and Skills transfers some student data to other government departments and other State bodies to comply with legislation, such as transfers to the Department of Social Protection & Employment Affairs pursuant to the Social Welfare Acts, transfers to the State Examinations Commission, transfers to the Educational Research Centre, and transfers to the Central Statistics Office pursuant to the Statistics Acts. The data will also be used by the DES for statistical, policy-making and research purposes. However the DES advises that it does not use individual data, but rather aggregated data is grouped together for these purposes.

¹² Túsla, the Child and Family Agency, is the State agency responsible for improving wellbeing and outcomes for children.

Other not-for-profit organisations limited data may be shared with recognised bodies who act to promote student engagement with co-curricular and other activities, competitions, recognition of achievements, etc. This would include bodies promoting participation in sports, arts, sciences, environmental and outdoor activities, etc. This data sharing will usually be based on consent.

Service Providers in some circumstances Stratford College has appointed third parties to undertake processing activities on its behalf. These Data Processors have provided guarantees that their processing satisfies the requirements of the General Data Protection Regulation. Stratford College has implemented written contractual agreements with these entities to ensure that the rights of data subjects receive an appropriate level of protection. Third party service providers include the following categories:

- School Management Information Systems - Tyro
- Productivity Applications - Microsoft Office 365
- Online Storage & File Sharing - Google Drive, iCloud, OneDrive
- Video Sharing and Blogging Platforms - Youtube, Craft Content Management System
- Virtual Learning Environments - Microsoft Office 365, Schoolwise OneNote
- IT Systems Support – Paradyne, Devtech, Toomeys AV, 365 Learning, Oide, Titan Electrical
- School communications – Tidy.ie
- Security and CCTV Systems - Chubb
- Security Keyholders – Group 4
- ICDL (ICS Skills)
- Pension Consultants/Trustees - ARK Life Assurance
- Accounting & Payroll software - SAGE
- Cashless Payment Systems – AIB online banking, Easy Payments
- Learning software and Apps – Microsoft Office 365

Transfers Abroad In the event that personal data may be transferred outside the European Economic Area (EEA) Stratford College will ensure that any such transfer, and any subsequent processing, is carried out in strict compliance with recognised safeguards or derogations (i.e., those approved by the Irish Data Protection Commission).

Appendix 4. IMPLEMENTING THE DATA PROCESSING PRINCIPLES

1. Accountability

- (i) Accountability means that compliance with the data protection legislation is recognised as an important Board of Management responsibility as well as one shared by each school employee and member of the wider school community.¹³
- (ii) Demonstrating Compliance Accountability imposes a requirement on the controller to demonstrate compliance with the other data processing principles (see Section 2 earlier: *Processing Principles*). This means that Stratford College retains evidence to demonstrate the actions it has taken to comply with GDPR.
- (iii) School Policies An important way for Stratford College to demonstrate accountability is through the agreement and implementation of appropriate policies. In addition to publishing a *Data Protection Policy* this may include developing other policies to address some or all of the following areas (i) CCTV (ii) Data Breaches (iii) Data Access Requests (iv) Record Storage and Retention (v) Data Processing Agreements.¹⁴
- (iv) Record of Processing Activities As a data controller Stratford College is required to prepare a record of any processing activities (ROPA) that it undertakes. This record should include the following information (GDPR Article 30):
 - the purposes of the processing;
 - a description of the categories of data subjects and personal data;
 - the categories of recipients to whom the personal data will be disclosed;
 - any transfers to a third country or international organisation, including suitable safeguards;
 - where possible, the envisaged time limits for erasure of the different categories of data;
 - where possible, a general description of the technical and organisational security measures.
- (v) Risk Assessment Stratford College as data controller is required to consider any risks that may arise as a consequence of its processing activities. This assessment should consider both the likelihood and the severity of these risks and their potential impact on data subjects.¹⁵
- (vi) Data Protection Impact Assessment (DPIA) A DPIA is a type of risk assessment that is mandatory in specific circumstances (GDPR Article 35). Stratford College will ensure that a DPIA is undertaken where this is appropriate, typically, where a new processing activity has the potential to have a high impact on individual privacy or rights. (The installation of an extensive CCTV system in a school is an example of a processing activity that might trigger the need for a Data Protection Impact Assessment.) The purpose of undertaking a DPIA is to ensure that any risks associated with the new processing activity are identified and mitigated in an appropriate manner.

¹³ The GDPR4schools.ie website identifies some of the GDPR Roles and Responsibilities held by different groups, namely (i) Board of Management (ii) Principal/Deputy Principal (iii) Teaching Staff (iv) Guidance & Medical Support (v) School Administration (vii) SNAs and (viii) Caretaker. These lists of responsibilities (provided in PDF format) can be made available upon request to Stratford College.

¹⁴ All school policies are applied in a manner that respects the principles, protocols and procedures inherent in Stratford College's Data Protection strategy. Such policies include (i) Acceptable Use Policy (ICT) (ii) Child Protection Procedures (iii) Code of Behaviour (iv) Policy on Special Education Needs (vi) Anti-Bullying Policy.

¹⁵ GDPR Recital 75: The risk to the rights and freedoms of natural persons, of varying likelihood and severity, may result from personal data processing which could lead to physical, material or non-material damage, in particular: where the processing may give rise to discrimination, identity theft or fraud, financial loss, damage to the reputation, loss of confidentiality of personal data protected by professional secrecy, unauthorised reversal of pseudonymisation, or any other significant economic or social disadvantage; where data subjects might be deprived of their rights and freedoms or prevented from exercising control over their personal data; where personal data are processed which reveal racial or ethnic origin, political opinions, religion or philosophical beliefs, trade union membership, and the processing of genetic data, data concerning health or data concerning sex life or criminal convictions and offences or related security measures; where personal aspects are evaluated, in particular analysing or predicting aspects concerning performance at work, economic situation, health, personal preferences or interests, reliability or behaviour, location or movements, in order to create or use personal profiles; where personal data of vulnerable natural persons, in particular of children, are processed; or where processing involves a large amount of personal data and affects a large number of data subjects.

- (vii) Security of Processing As a consequence of having assessed the risks associated with its processing activities, Stratford College will implement appropriate *technical and organisational measures* to ensure a level of security appropriate to the risk. For example, these measures might include training of staff, establishment of password policies, protocols around device encryption, procedures governing access to special category data etc.
- (viii) Data Protection by Design Stratford College aims to apply the highest standards in terms of its approach to data protection. For example, school staff will utilise a *Privacy by Design* approach when any activity that requires the processing of personal data is being planned or reviewed. This may mean implementing technical measures (e.g. security) and organisational measures (e.g. protocols and training).
- (ix) Data Protection by Default A *Privacy by Default* approach means that minimal processing of personal data is Stratford College's default position. In practice this means that only essential data will be collected from data subjects, and that within Stratford College, access to this data will be carefully controlled and only provided to employees where this is appropriate and necessary.
- (x) Data Processing Agreements: Stratford College will put written contracts in place with organisations that process data on its behalf (as required under GDPR Article 28).¹⁶
- (xi) Data Breach Records: Stratford College will retain records that document its handling of any personal data breaches. These records will clearly set out the facts relating to any personal data breach, its effects and the remedial action taken.¹⁷
- (xii) Staff Awareness and Training All who are granted access to personal data that is under the control of Stratford College have a duty to observe the data processing principles. Stratford College will provide appropriate information, training and support so that staff may gain a clear understanding of these requirements.¹⁸

2. Lawful Processing

As part of its decision to collect, use or share personal data, Stratford College as Controller will identify which of the lawful bases is applicable to each processing operation. In the absence of a lawful basis the personal data cannot be processed.

- (i) Many of school's data processing activities rely on legal obligations. These tasks are undertaken because Stratford College must comply with Irish (or European) law¹⁹. For example, there is a legislative basis underpinning the sharing of specific student data with the Department of Education and Skills and other public bodies.
- (ii) Another set of data processing activities are undertaken in the public interest i.e. so that Stratford College can operate safely and effectively. For example, an educational profile of the student (literacy competence, language spoken at home etc.) may help Stratford College to target learning resources effectively for the benefit of the student.
- (iii) In some situations, for example the use of CCTV, Stratford College may rely on its legitimate interests to justify processing. In such cases the specific legitimate interests (e.g. health and safety, crime prevention, protection of school property etc.) must be identified and notified to the data subjects²⁰.

¹⁶ A Data Processing Agreement may be provided as a set of agreed clauses or as an addendum to a broader (*Third Party*) *Service Agreement*.

¹⁷ These record-keeping requirements are detailed under GDPR Article 33(5). Documentation need to be retained in school setting out details of all data breaches that have occurred. This includes those that were adjudged not to require notification to the Data Protection Commission (in addition to data breaches that required formal DPC notification via <https://forms.dataprotection.ie/report-a-breach-of-personal-data>).

¹⁸ All current and former employees of Stratford College may be held accountable in relation to data processed by them during the performance of their duties. For example, employees acting in breach of the Data Protection Act 2018 could, in certain circumstances, be found to have committed a criminal offence.

¹⁹ For example, the *Education Act 1998*, the *Education (Welfare) Act 2000* & the *Education for Persons with Special Education Needs Act 2004*.

²⁰ Data subjects have a right to object to processing that is undertaken based on legitimate interests. In such cases the Controller must demonstrate that there is an overriding need if the processing is to continue.

- (iv) Contract will provide a lawful basis for some processing of data by Stratford College. For example, the processing of some employee data may rely on this lawful basis.
- (v) There is also the possibility that processing can be justified in some circumstances to protect the Vital Interests of a data subject, or another person. For example, sharing some data subject data with emergency services might rely on this lawful basis.
- (vi) Finally there is the option of using a data subject's consent as the lawful basis for processing personal data. Stratford College will not rely on consent as the basis for processing personal data if another lawful condition is more appropriate. Consent will usually be the lawful basis used by Stratford College to legitimise the publication of student photographs in print publications and electronic media.

3. Consent

Where consent is relied upon as the appropriate condition for lawful processing, then that consent must be freely given, specific, informed and unambiguous. All of these conditions must be satisfied for consent to be considered valid. There are a significant number of restrictions around using consent.

- (i) A separate consent will be sought for each processing activity (together with appropriate guidance as necessary to ensure the data subject is informed).
- (ii) When asking for consent, Stratford College will ensure that the request is not bundled together with other unrelated matters.
- (iii) Consent requires some form of clear affirmative action (Silence or a pre-ticked box is not sufficient to constitute consent). Consent can be provided by means of an oral statement.
- (iv) Consent must be as easy to withdraw as to give.
- (v) A record should be kept of how and when consent was given.
- (vi) Stratford College will take steps to ensure the consent is always freely given i.e. that it represents a genuine choice and that the data subject does not feel under an obligation to consent to processing.
- (vii) If the consent needs to be explicit, this means Stratford College must minimise any future doubt about its validity. This will typically require Stratford College to request and store a copy of a signed consent statement.

4. Special Category Data

Some personal data is defined as Special Category Data and the processing of such data is more strictly controlled. In a school context this will occur whenever data that relates to Special Needs or Medical Needs is being processed. GDPR Article 9 identifies a limited number of conditions, one of which must be applicable if the processing of special category data is to be lawful.²¹ Some of these processing conditions, those most relevant in Stratford College context, are noted here.

- (i) Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law. This condition could provide an appropriate basis for processing of data relating to employee and student health e.g. proportionate sharing of special category data to ensure Stratford College is compliant with provisions in health, safety and welfare legislation.
- (ii) Processing is necessary for the assessment of the working capacity of an employee;....or for the provision of health or social care or treatment.. on the basis of Union or Member State law.
- (iii) Processing is based on Explicit Consent. Where a school is processing biometric data for identification purposes (e.g. facial image recognition or the use of fingerprint systems) it is unlikely that this processing will be justifiable on any lawful basis other than consent. (And, as a data subject should be able to withhold consent without suffering any detriment, Stratford College will need to provide access to an alternative processing option which is not reliant on biometric data.)

²¹ The Data Protection Act 2018 makes provision for some additional conditions that can legitimise the processing of special category data.

5. Transparency

Stratford College as Controller is obliged to act with *Transparency* when processing personal data. This requires the communication of specific information to individuals in advance of any processing of their personal data.²²

- (i) Transparency is usually achieved by providing the data subject with a written document known as a *Privacy Notice* or a *Privacy Statement*.²³ This notice will normally communicate:
 - the name of the controller and their contact details;
 - the categories of personal data being processed;
 - the processing purposes and the underlying legal bases;
 - any recipients (i.e. others with whom the data is shared/disclosed);
 - any transfers to countries outside the EEA (and safeguards used);
 - the storage period (or the criteria used to determine this);
 - the rights of the data subject.²⁴
- (ii) Transparency information should be provided in a manner that is concise and easy to understand. To best achieve this, Stratford College may use a “layering” strategy to communicate information.²⁵ And, while a written *Privacy Notice* is the default mode, transparency information may also be communicated using other means, for example through the spoken word or through use of pictorial icons or video.
- (iii) Privacy statements (include those used on school websites) should be regularly reviewed to take account of any enhancements, new practices or additional services which involve the collection and use of personal data.

6. Purpose Limitation

- (i) Personal data stored by Stratford College has been provided by data subjects for a specified purpose or purposes.²⁶ Data must not be processed for any purpose that is incompatible with the original purpose or purposes.²⁷
- (ii) Retaining certain data (originally collected or created for a different purpose) with a view to adding to a school archive for public interest, scientific or historical research purposes or statistical purposes is acceptable subject to certain safeguards, most particularly the need to respect the privacy of the data subjects concerned.

7. Data Minimisation

As Controller, Stratford College must ensure that personal data is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. In practice, this principle has a number of important implications illustrated in the examples below.

²² GDPR Articles 13 (or 14)

²³ Other terms in common use include *Fair Processing Notice* and *Data Protection Notice*. Schools may prepare a number of different Privacy Notices for use in different contexts. For example, a *Website Privacy Notice*, may relate specifically to personal data that is collected via Stratford College website.

²⁴ In the interests of transparency, Stratford College ensures that its preferred route for a rights request is identified clearly in *Privacy Notices* and elsewhere e.g. “A data subject wishing to make an access request should apply in writing to the Principal.” Notwithstanding this, school staff should be made aware that valid requests may be submitted in a variety of formats (i.e. not necessarily in writing).

²⁵ For example, where the first point of contact is by telephone, this information could be provided during the telephone call with the data subject and they could be provided with the balance of the information required under Article 13 by way of further, different means, such as by sending a copy of the privacy policy by email and/or sending the data subject a link to the controller’s layered online privacy statement/notice.

²⁶ This purpose is usually communicated to data subjects at the time of collection through providing them with a *Privacy Notice*.

²⁷ Data Protection Commission: *Any use or disclosure must be necessary for the purpose(s) or compatible with the purpose(s) for which you collect and keep the data. You should ask yourself whether the data subject would be surprised to learn that a particular use of or disclosure of their data is taking place.*

- (i) Stratford College should ensure, when data is being collected from data subjects, that this is limited to what is necessary for the completion of the duties. For example, where information is being collected from students and parents/guardians, as part of the admissions process, this should be limited to whatever information is needed to operate the admissions process. This means that it is usually not appropriate for Stratford College to seek information about Special Education Needs (SEN) in order to decide whether a place should be offered.²⁸
- (ii) Data minimisation also requires that the sharing of student data within Stratford College should be carefully controlled. Members of staff may require varying levels of access to student data and reports. Access should be restricted to those who have a defined processing purpose. Staff will not access personal data unless processing is essential to deliver on their role within Stratford College.
- (iii) School staff will necessarily create personal data in the course of their duties. However employees should ensure that this processing is necessary and appropriate. For example, while it will often be necessary for school staff to communicate information to each other by email, consideration should be given, on a case by case basis, as to whether it is necessary for personal data to be included in these communications.
- (iv) Data sharing with external recipients should be continuously reviewed to ensure it is limited to that which is absolute necessary. This may mean, for example, that when Stratford College is seeking professional advice, no personal data will be included in communications unless the disclosure of this information is essential.

8. Storage Limitation

Personal data is kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which it is being processed. Some personal data may be stored for longer periods insofar as the data is being processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

- (i) When deciding on appropriate retention periods, Stratford College's practices will be informed by advice published by the relevant bodies (notably the Department of Education and Skills, the Data Protection Commission, and Stratford College management advisory bodies²⁹).
- (ii) When documentation or computer files containing personal data are no longer required, the information is disposed of in a manner that respects the confidentiality of the data.
- (iii) Data subjects are free to exercise a "right to erasure" at any time (also known as the "right to be forgotten", see *Data Subject Rights*).
- (iv) Data should be stored in a secure manner that recognises controller obligations under GDPR and the Data Protection Act. This requires Stratford College for example, to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.

9. Integrity and Confidentiality

Whenever personal data is processed by Stratford College, technical and organisational measures are implemented to safeguard the privacy of data subjects. Stratford College as controller is obliged to take its security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. These security procedures should be subject to regular review.

²⁸ SEN data may be sought where the processing of such data is necessary as part of the Admissions Policy. For example, SEN data may be required to consider whether the student fulfils the criteria for admission to a special education needs unit within a mainstream school.

²⁹ see <http://www.dataprotectionschools.ie/en/Data-Protection-Guidelines/Records-Retention/>

- (i) School employees are required to act at all times in a manner that helps to maintain the confidentiality of any data to which they have access. Guidance and training are important to help identify and reinforce appropriate protocols around data security.
- (ii) Stratford College is legally required to consider the risks to the data subject when any processing of personal data is taking place under its control. Any Risk Assessment should take particular account of the impact of incidents such as accidental or unlawful destruction, loss, alteration, or unauthorised disclosure of, or access to, the personal data.
- (iii) As well considering the potential severity of any data incident, a risk assessment should also consider the likelihood of any incident occurring. In this way risks are evaluated on the basis of an objective assessment, by which it is established whether the data processing operations involve a risk or a high risk.³⁰
- (iv) The follow-on from any risk assessment is for Stratford College to implement appropriate technical and organisational measures that ensure a level of security appropriate to the risk. *These measures should ensure an appropriate level of security, including confidentiality, taking into account the state of the art and the costs of implementation in relation to the risks and the nature of the personal data to be protected (GDPR Recital 83).*
- (v) As well as processing activities undertaken by staff, Stratford College must also consider the risks associated with any processing that is being undertaken on behalf of Stratford College by other individuals or organisations (Data Processors). Only processors who provide sufficient guarantees about the implementation of appropriate technical and organisational measures can be engaged.
- (vi) The important contribution that organisational policies can make to better compliance with the Accountability principle was previously highlighted. Similarly, the implementation of agreed policies and protocols around data security is very helpful. Some possible areas are listed below.
 - School ICT policy
 - Acceptable User Policies for employees, board members, students etc, including password policy
 - Accessing school data from home
 - Use of staff personal devices in school
 - Use of school devices outside school
 - Bring Your Own Device Policy
 - Social Media Policy
 - Mobile phone code
 - School use of Apps and Cloud Based Systems

³⁰ The likelihood and severity of the risk to the rights and freedoms of the data subject should be determined by reference to the nature, scope, context and purposes of the processing. Risk should be evaluated on the basis of an objective assessment, by which it is established whether data processing operations involve a risk or a high risk (GDPR Recital 76).

Appendix 5. MANAGING RIGHTS REQUESTS

1. Responding to rights requests

- (i) Stratford College will log the date of receipt and subsequent steps taken in response to any valid request. This may include asking the data subject to complete an *Access Request Form* in order to facilitate efficient processing of the request. There is no charge for this process.³¹
- (ii) Stratford College is obliged to confirm the identity of anyone making a rights request and, where there is any doubt on the issue of identification, will request official proof of identity (e.g. photographic identification such as a passport or driver's licence).³²
- (iii) If requests are manifestly unfounded or excessive³³, in particular because of their repetitive character, Stratford College may either: (a) charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested; or refuse to act on the request.
- (iv) Stratford College will need to confirm that sufficient information to locate the data requested has been supplied (particularly if CCTV footage/images are to be searched³⁴). Where appropriate Stratford College may contact the data subject if further details are needed.
- (v) In responding to rights requests (e.g. data access requests) Stratford College will ensure that all relevant manual³⁵ and automated systems (computers etc.) are checked.
- (vi) Stratford College will be conscious of the need to respond without undue delay and within the advised timeframes. A response will be made within one month of receipt of any request.³⁶
- (vii) Stratford College must be conscious of the restrictions that apply to rights requests.³⁷ Where unsure as to what information to disclose, Stratford College reserves the right to seek legal advice.³⁸
- (viii) Where a request is not being fulfilled, the data subject will be informed as to the reasons and the mechanism for lodging a complaint, including contact details for the Data Protection Commission.
- (ix) Where action has been taken by Stratford College with regard to rectification, erasure or restriction of processing, Stratford College will ensure that relevant recipients (i.e. those to whom the personal data has been disclosed) are appropriately informed.

2. Format of Information supplied in fulfilling a request

- (i) The information will be provided in writing, or by other means, including where appropriate, by electronic means. (When requested by a data subject the information access may be provided in alternative means e.g. orally.)

³¹ Stratford College may charge a reasonable fee for any further copies requested by the data subject, or where access requests are manifestly unfounded or excessive, taking into account the administrative costs of providing the information. Where a subsequent or similar access request is made after the first request has been complied with, Stratford College has discretion as to what constitutes a reasonable interval between access requests and this will be assessed on a case-by case basis.

³² Where a subject access request is made via a third party (e.g. a solicitor) Stratford College will need to be satisfied that the third party making the request is entitled to act on behalf of the individual. It is the third party's responsibility to provide evidence of this entitlement.

³³ In such circumstances, Stratford College must be able to demonstrate the manifestly unfounded or excessive character of a request.

³⁴ Stratford College will always endeavour to respond to any access request within the stipulated time period. However a timely response can be greatly facilitated by provided (in writing to Stratford College) all necessary information such as date, time and location of any recording.

³⁵ Non-automated personal data that is held within a filing system or intended to form part of a filing system (GDPR Article 2).

³⁶ That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. Stratford College must inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

³⁷ See for example GDPR Article 23 and Irish Data Protection Act 2018 S.56, S.60, S.61.

³⁸ Decisions around responding to data access requests will need to give due regard to rights and responsibilities that derive from other legislation, not least Article 42A of the Irish Constitution which recognises and affirms the natural and imprescriptible rights of all children. Examples of other factors that might need to be considered include: any court orders relating to parental access or responsibility that may apply; any duty of confidence owed to the child or young person; any consequences of allowing those with parental responsibility access to the child's or young person's information (particularly important if there have been allegations of abuse or ill treatment); any detriment to the child or young person if individuals with parental responsibility cannot access this information; and any views the child or young person has on whether their parents should have access to information about them.

- (ii) Stratford College will endeavour to ensure that information is provided in an intelligible and easily accessible format.
- (iii) Where a request relates to video, then Stratford College may offer to provide the materials in the form of a series of still images. If other people's images cannot be obscured, then it may not prove possible to provide access to the personal data.³⁹

³⁹ Where an image is of such poor quality that it does not relate to an identifiable individual, then it may not be considered to be personal data.

Appendix 6. REFERENCE SITES

Data Protection Act 2018 <http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>

General Data Protection Regulation (GDPR official text) 2016 <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

General Data Protection Regulation (GDPR unofficial web version) 2016 <https://gdpr-info.eu/>

GDPR for Schools website <https://gdpr4schools.ie/>

Data Protection for Schools <http://dataprotectionschools.ie/en/>

Irish Data Protection Commission <https://www.dataprotection.ie/>

Data Breach Report <https://forms.dataprotection.ie/report-a-breach-of-personal-data>

European Data Protection Board (EDPB) <https://edpb.europa.eu/>

EDPB Guidelines, Recommendations and Best Practices on GDPR https://edpb.europa.eu/our-work-tools/general-guidance/gdpr-guidelines-recommendations-best-practices_en

DES Data Protection Page <https://www.education.ie/en/The-Department/Data-Protection/Information.html>

Cyber Security Centre (Ireland) <https://www.ncsc.gov.ie/>

Appendix 7. POLICIES AND STATEMENTS

- CCTV Policy
- Records Retention Schedule
- Privacy Statement – Students & Parents / Guardians
- Privacy Statement – Staff
- Privacy Statement – School Website



Stratford College

Co-educational Secondary School

CCTV Policy

INTRODUCTION

Closed Circuit Television Systems (CCTVS) are installed in **STRATFORD COLLEGE** located at No. 1, Zion Road, Rathgar, Dublin 6. New CCTV systems will be introduced in consultation with staff, the Board of Management and the Parents Association. Where systems are already in operation, their operation will be reviewed regularly in consultation with staff, the Board of Management and the Parents Association.

PURPOSE OF POLICY

The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of both the internal and external environs of the premises under the remit of Stratford College.

CCTV systems are installed (both internally and externally) on the premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance at the School is intended for the purposes of:

- protecting the school buildings and school assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors;
- preventing bullying;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the Gardai in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the school rules are respected so that the school can be properly managed.

SCOPE

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material.

GENERAL PRINCIPLES

The Board of Management of Stratford College as the corporate body has a statutory responsibility for the protection of its property, equipment and other plant as well providing a sense of security to its employees, students and invitees to its premises. *Stratford College* owes a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation and utilises CCTV systems and their associated monitoring and recording equipment as an added mode of security and

surveillance for the purpose of enhancing the quality of life of the school community by integrating the best practices governing the public and private surveillance of its premises

The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.

Information obtained through the CCTV system may only be released when authorised by the Principal, following consultation with the Chairperson of the Board of Management. Any requests for CCTV recordings/images from An Garda Síochána will be fully recorded and legal advice will be sought if any such request is made. (See “Access” below). If a law enforcement authority, such as An Garda Síochána, is seeking a recording for a specific investigation, An Garda Síochána may require a warrant and accordingly any such request made by An Garda Síochána should be requested in writing and the school/ will immediately seek legal advice.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the school, including Equality & Diversity Policy, Dignity at Work Policy, Codes of Practice for dealing with complaints of Bullying & Harassment and Sexual Harassment and other relevant policies, including the provisions set down in equality and other educational and related legislation.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.

Video monitoring of public areas for security purposes within school/ premises is limited to uses that do not violate the individual’s reasonable expectation to privacy.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the school/ or a student attending one of its schools/centres.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by Stratford College. Recognisable images captured by CCTV systems are “personal data.” They are therefore subject to the provisions of the Data Protection Acts 1988, 2003 and GDPR 2018.

JUSTIFICATION FOR USE OF CCTV

The use of CCTV to control the perimeter of the school buildings for security purposes has been deemed to be justified by the Board of Management. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation. **CCTV systems will not be used to monitor normal teacher/student classroom activity in school.**

In other areas of the school where CCTV has been installed, including hallways, stairwells, locker areas, the Principal has demonstrated that there is a proven risk to security and/or health & safety and that the installation of CCTV is proportionate in addressing such issues that have arisen prior to the installation of the system.

LOCATION OF CAMERAS

Stratford College has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private

property. **CCTV Video Monitoring and Recording of Public Areas in (school name) may include the following:**

- **Protection of school buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, special storage areas, cashier locations, receiving areas for goods/services
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms
- **Video Patrol of Public Areas:** Parking areas, Main entrance/exit gates, Traffic Control
- **Criminal Investigations (carried out by An Garda Síochána):** Robbery, burglary and theft surveillance

COVERT SURVEILLANCE

Stratford College will not engage in covert surveillance.

Where An Garda Síochána requests to carry out covert surveillance on school premises, such covert surveillance may require the consent of a judge. Accordingly, any such request made by An Garda Síochána will be requested in writing and the school will seek legal advice.

NOTIFICATION – SIGNAGE

The Principal will provide a copy of this CCTV Policy on request to staff, students, parents and visitors to the school. This policy describes the purpose and location of CCTV monitoring, a contact number for those wishing to discuss CCTV monitoring and guidelines for its use. The location of CCTV cameras will also be indicated to the Board of Management. Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be prominently displayed at the entrance to Stratford College property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location.



WARNING
CCTV cameras in operation

Images are being monitored and recorded for the purpose of crime-prevention, the prevention of anti-social behaviour, the prevention of bullying, for the safety of our staff and students and for the protection of Stratford College and its property. This system will be in operation 24 hours a day, every day. These images may be passed to An Garda Síochána. This scheme is controlled by *Stratford College* and operated by Chubb. For more information contact (01) 216 3587.

Appropriate locations for signage will include:

- at entrances to premises i.e. external doors, school gates
- reception area
- at or close to each internal camera

STORAGE & RETENTION

All images captured by the CCTV system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the Principal. The Principal may delegate the administration of the CCTV System to another staff member. In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above (such individuals may include the Gardai, the Deputy Principal, the relevant Year Head, other members of the teaching staff, representatives of the Department of Education and Skills, representatives of the HSE and/or the parent of a recorded student). When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Tapes/DVDs will be stored in a secure environment with a log of access to tapes kept. Access will be restricted to authorised personnel. Similar measures will be employed when using disk storage, with automatic logs of access to the images created.

ACCESS

Tapes/DVDs storing the recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to tapes/images will be maintained.

Access to the CCTV system and stored images will be restricted to authorised personnel only, the Principal, Deputy Principal and Bursar. In relevant circumstances, CCTV footage may be accessed:

1. By An Garda Síochána where Stratford College (or its agents) are required by law to make a report regarding the commission of a suspected crime; or
2. Following a request by An Garda Síochána when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Stratford College property, or
3. To the HSE and/or any other statutory body charged with child safeguarding; or
4. To assist the Principal in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed; or

5. To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to Stratford College, or
6. To individuals (or their legal representatives) subject to a court order.
7. To the school/s insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

Requests by An Garda Síochána: Information obtained through video monitoring will only be released when authorised by the Principal following consultation with the Chairperson of the Board of Management. If An Garda Síochána request CCTV images for a specific investigation, An Garda Síochána may require a warrant and accordingly any such request made by An Garda Síochána should be made in writing and the school/ should immediately seek legal advice.

Access requests: On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a data subject must make an application in writing to the school Principal.

Access requests can be made to the following:

Mr. Nathan Barrett, Principal, Stratford College, 1 Zion Road, Rathgar, Dublin 6.

A person should provide all the necessary information to assist Stratford College in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by the school.

In giving a person a copy of their data, the school/ may provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

CCTV accessed by Stratford NS: The CCTV data, may on occasion, and with prior permission of the Principal of Stratford College, be accessed by the Principal of Stratford National School. Any CCTV data shared between Stratford College and Stratford National School will be processed under the procedures and terms set out in the Stratford College Data Protection Policy 2020, specifically this CCTV Policy. The CCTV data accessed will be solely used for the purpose set out in this CCTV policy. The data shared will only be kept for as long as needed and for the purpose for which it was obtained.

RESPONSIBILITIES

The Principal will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Stratford College
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within Stratford College
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy

- Ensure that the CCTV monitoring at Stratford College is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system
- Ensure that monitoring recorded tapes are not duplicated for release
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events. *NOTE: [Temporary cameras do not include mobile video equipment or hidden surveillance cameras used for authorised criminal investigations by An Garda Síochána].*
- Give consideration to both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the school and be mindful that no such infringement is likely to take place
- Co-operate with the Health & Safety Officer of Stratford College in reporting on the CCTV system in operation in the school
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that monitoring tapes are stored in a secure place with access by authorised personnel only
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Chairperson of the Board.
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual’s reasonable expectation of privacy in public areas
- Ensure that where An Garda Síochána request to set up mobile video equipment for criminal investigations, legal advice has been obtained and such activities have the approval of the Chairperson of the Board.

SECURITY COMPANIES

The school CCTV system is controlled by a security company contracted by the school/. The following applies:

The school/ has **a written contract with the security company in place** which details the areas to be monitored, how long data is to be stored, what the security company may do with the data, what security standards should be in place and what verification procedures apply. The written contract also states that the security company will give the school all reasonable assistance to deal with any subject access request made under section 4 Data Protection Acts 1988, 2003 and GDPR 2018 which may be received by the school within the statutory time-frame.

Security companies that place and operate cameras on behalf of clients are considered to be ‘Data Processors’. As data processors, they operate under the instruction of data controllers (their clients i.e.

School BoM). Data Protection legislation places a number of obligations on data processors. These include having appropriate security measures in place to prevent unauthorised access to, or unauthorised alteration, disclosure or destruction of, the data, in particular where the processing involves the transmission of data over a network and against all unlawful forms of processing. This obligation can be met by having appropriate access controls to image storage or having robust encryption where remote access to live recording is permitted. Staff of the security company have been made aware of their obligations relating to the security of data.

IMPLEMENTATION & REVIEW

The policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, An Garda Síochána, Department of Education and Skills, Audit units (internal and external to the school, national management bodies, legislation and feedback from parents/guardians, students, staff and others.

Ratified by:

Mr. Cormac Murphy

Chair of Board of Management

Ms. Patricia Gordon

Principal

Date: May 2019

Last reviewed: 22nd May 2025

See Separate Document
for
Retention of Records Schedule



Stratford College

Co-educational Secondary School

Privacy Notice to Students (and their Parents/Guardians)

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

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.

1. Who we are:

We are Stratford College.

Our address and contact details are 1 Zion Road, Rathgar, D06 T9V3, Ireland

Phone: +353 1 492 2315

Email: admin@stratfordcollege.ie

We provide secondary level education in a co-educational multi-denomination environment.

2. The information we collect about you

When you are a student with Stratford College, 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.

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.

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.

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

Stratford College does not transfer your personal data to a third country or international organisation.

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

Stratford College does 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 Stratford College).

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.

9. Contact

If you would like to discuss anything in this privacy notice, please contact The Principal at admin@stratfordcollege.ie in this school.



Privacy Notice to Staff

This privacy notice explains how Stratford College collects, uses and shares your personal data. It also explains your rights in relation to the data we hold.

As a staff member, retiree, former staff member or job applicant some of your personal data will be processed by Stratford College. The Board of Management of Stratford College is the Data Controller, and all personal data that it holds and processes is subject to data protection legislation.

During the recruitment process, throughout your employment with us, and when your employment ceases Stratford College collects, uses & stores (i.e. processes) your personal data. This data is collected from a variety of sources, mainly from yourself, but may also come from other sources e.g. your former employer(s), or your manager. During the course of your employment, and after you retire, additional information may be added to your record.

Stratford College may share information between different internal departments for operational reasons only as is necessary & proportionate for the purposes intended.

What information do we collect about you?

The types of personal data collected by Stratford College includes, inter alia:

- Name, date of birth, nationality, telephone number
- Addresses (current and past)
- Staff ID Number
- PPS Number
- Email Address
- Next of kin/emergency contact details
- Marital/Civil Partnership status
- Details of previous employers
- Previous salary
- Previous pension details
- Schools/colleges attended
- Qualifications
- Job application details
- Nationality
- Citizenship
- Work Permit number
- Financial information, including bank details (BIC, IBAN, Name & Address of Bank/Building Society), PRSI class, tax details
- Leave records
- Disability information

- Health information, including medical certificates
- Gender
- Details of criminal convictions as provided through Garda Vetting
- Image in CCTV footage/photography/filming
- Disciplinary/grievance records
- New employer (for leavers who enter another public service employment)
- CV
- IP address and the type of device you are using when visiting the Stratford College website on a mobile device

Some of the information about you that Stratford College holds, such as health details, is classified as special category data, or sensitive personal data. This sensitive personal data is collected to monitor whether our equal opportunities policies are working and to carry out our obligations as an employer. In addition to the normal standards of confidentiality, we also carefully control access to sensitive data within Stratford College so that it is only available to those staff who require it to perform their duties.

How do we use the information about you?

Stratford College holds your personal data for normal employment purposes. The information we hold and process is used for our management & administrative duties. We keep and use it to enable us to fulfil our obligations as an employer, and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, while you are employed by us, at the time when your employment ends, and after you have left.

Under data protection law, we are required to ensure that there is an appropriate legal basis for the processing of your personal data, and we are required to let you know what that basis is. The primary bases that we use are:

- processing that is necessary for the performance of our contract with you;
- processing that is required under applicable law;
- processing that is necessary in the public interest; and
- processing where we have your consent.

Where the processing of your personal data is based on your providing consent, you have the right to withdraw consent at any time by contacting the department or service who obtained that consent, or Stratford College's Data Protection Office (contact details below).

The purposes for which Stratford College may process your personal information include:

- Staff administration, including recruitment, appointment, training, promotion, disciplinary matters, health, pensions & other employment related matters
- To administer Trade Union subscriptions
- Accounting & financial purposes, including pay, workforce planning & other strategic planning activities
- Internal & external auditing purposes
- To meet health & safety obligations and equality of opportunity monitoring obligations
- To comply with statutory reporting requirements
- To produce reports and aggregated statistics for management and research purposes in order to plan & improve services
- To maintain a proportionate CCTV system for the specific purposes outlined in the CCTV Policy
- To assist with law enforcement where required or authorised by law
- To respond to requests for information made under Data Protection legislation or Freedom of Information legislation.

Does Stratford College share your data with any third parties?

Below are some examples of when Stratford College will release data about you to third parties (i.e. outside Stratford College where we have a legitimate reason in connection with your employment/potential employment/former employment to do so.

Stratford College may share your relevant personal data with bodies including the following:

1. Data Processors (sub-contractors used by Stratford College in order to carry out a function for Stratford College, e.g. cloud services provider Microsoft, Occupational Health Service, etc)
2. Former employers
3. Department of Social Protection
4. Revenue Commissioners
5. Interview Board members
6. Governing Body members
7. Department of Public Expenditure & Reform
8. HEA
9. Comptroller & Auditor General
10. External Auditors
11. Accounting firms for actuarial advice regarding pensions
12. Research funding bodies

This is not an exhaustive list and any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law.

Individual Rights

You have the following rights, subject to certain exemptions, in relation to your data:

- The right to be informed about the data processing Stratford College does
- The right to request access to your personal data held by Stratford College
- The right to rectification – to have inaccurate or incomplete personal data rectified
- The right to erasure of personal data where there is no legitimate reason for Stratford College to continue to process your personal data. If you exercise this right Stratford College will continue to hold some personal data which, for employees/former employees, will include name, date of birth, unique identification number, service record & pay history. We may also continue to hold some financial records about you for statutory purposes
- The right to restrict the processing of personal data – you have the right to block the processing of your personal data in specific situations
- The right to data portability - you have the right to request that Stratford College provides some elements of your information (e.g. employment history) in a commonly used machine readable format in order to provide it to other organisations
- The right to object – you can object to the processing of your personal data by Stratford College in certain circumstances, including the sending & receipt of direct marketing material
- The right to object to automated decision making & profiling – you have the right to object to decisions taken by automatic means without human intervention in some circumstances.
- If you have provided consent for the processing of any of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. This can be done by contacting the department or service who obtained that consent, or Stratford College's Data Protection Office (contact details below).

Data Retention

Stratford College will retain your personal data in accordance with our Records Retention Policy in our data inventories. The policy operates on the principle that we keep personal data for no longer than is necessary for the purpose for which we collected it. It is also kept in accordance with any legal requirements that are imposed on us. This means that the retention period for your personal data varies depending on the type of personal data.

Stratford College will hold some of your data indefinitely in order to maintain accurate financial & employment records.

Security

Stratford College is committed to ensuring that your personal data is secure with us and with the data processors who act on our behalf. We are continuously taking technical and organisational steps to better protect your information. Data Protection training has been made available to all staff.

You have a responsibility for any personal data relating to other people that you may access while employed by Stratford College. This responsibility is in addition to any obligations arising from professional ethics or Stratford College Code of Conduct for Staff.

It is a breach of Data Protection legislation for staff to knowingly and recklessly disclose personal data to anyone who is not entitled to receive it or to seek to obtain data to which they are not entitled.

Website Privacy Policy

The Stratford College website privacy policy explains how data may be gathered about users of Stratford College's website.

How Stratford College will contact you

We may contact you by telephone, email or post.

Questions & Complaints

If you are unhappy with Stratford College's handling of your personal data, or believe that the requirements of data protection legislation may not be fully complied with, you should contact Stratford College's Data Controller in the first instance. You also have the right to submit a complaint to the Data Protection Commissioner.

How to contact us

Please contact us if you have any questions about the information we hold about you or to request a copy of that information,

by email: admin@stratfordcollege.ie or,

in writing: The Principal, Stratford College, 1 Zion Road, Rathgar, D06 T9V3, Ireland



Stratford College

Co-educational Secondary School

Website Privacy Statement

Stratford College is committed to preserving the privacy of all visitors to www.stratfordcollege.ie ("our website"). This privacy statement relates to our practices in connection with our website. Stratford College fully respects your right to privacy. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information using the "contact us" form. By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts, 1988 and 2003 and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011. Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

Personal information which we collect from you

When you visit our website you may wish to provide certain information about yourself, such as when you complete our "Contact" form. Stratford College does not collect any personal data about you on this website, apart from the information which you volunteer to send us in the "Contact" form.

Non-Personal information which we collect

Where you visit our website, certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, non-individual basis. This information may include the IP address from which you access our website, the type of browser used to access our website (Internet Explorer, Firefox, etc.), the type of operating system used to access our website (Windows, Macintosh, etc.), the "top-level" domain name used (ie, .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website.

Use of your information

Any information which you provide using the "Contact Us" form is not made available to any third parties and is only used by Stratford College in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact" form or to address any other feedback which you send us in the "Contact Us" form) or for any reasonably incidental purpose.

Disclosure to Other People

We do not disclose, sell or distribute any personal information which you send to us to any third parties. We may pass aggregate information on the usage of our site to third parties, but this will not include information that can be used to identify you. Your personal data may also be anonymised and used for statistical purposes. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

IP Addresses

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to help identify you and to gather broad demographic information.

Cookies

A cookie is a small file sent to your browser from a Web server and stored on your computer's hard drive to identify you as the user of the website. Many internet sites use cookies. Typically they are used by the website to identify the person accessing the website to track the person's use of the site and any repeat visits made by that person

This website uses what is called a "session cookie".

The cookies are used for anonymously tracking visits to the site. This information helps us improve the site, by tracking what pages visitors find most useful.

For more information on the Analytics Cookies used on the site, visit:

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

If you would like to opt out of these cookies, there is a browser plugin that you can use here:

<https://tools.google.com/dlpage/gaoptout>

By using our website, you agree that we can place these types of cookies on your device. Your browser will give you the option of preventing websites using cookies, or deleting cookies that have been accepted. Your browser's help service or help manual will show you how this is done. If you do not want your browser to accept cookies, you can "turn off" the cookie acceptance setting on your browser setting. However you must note that this may stop our website from working properly on your device. If you do not change your browser settings to refuse cookies, our website will issue cookies when you visit our website. If you continue to use our website, you agree and consent to our use of cookies on your device.

Security

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under Data Protection Acts, 1988 and 2003. We take our security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our security procedures regularly.

Retention

We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us. Any personal data which you provide to us using this website will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) and after this purpose has been completed, we will delete your personal data.

Accessing Your Information

You are entitled to see the information we hold about you. On written request, we supply copies of your personal data which you may have supplied to us using our website. If you wish to obtain copies of this personal data, you should write to the Principal of Stratford College at 1 Zion Road, Rathgar, Dublin 6 and ask that she provides you with an Access Request Form. Your request will be dealt with as soon as possible and will not take more than 30 days to process. If you discover that Stratford College holds inaccurate information about you, you can request that we correct that information. In certain circumstances, you may also request that data which you have supplied via our website be deleted (although you should note that if you request a deletion, you would generally be expected to identify some contravention of data protection law in the manner in which Stratford College processes the data concerned). Upon written request, we will supply you with a Data Rectification/Erasure Form for this purpose.

Contacting Us

If you are concerned about how your personal data is processed by our website, please do not hesitate to bring these concerns to our attention using the contact details below:

The Data Controller
1 Zion Road, Rathgar, Dublin 6,
D06 T9V3, Ireland
+353 1 492 2315
admin@stratfordcollege.ie

Appendix 8. FORMS

- Personal Data Access Request Form
- Personal Data Rectification or Erasure Form
- Department of Education and Skills Student Enrolment Returns Form
- Data Protection Impact Assessment Form



Stratford College

Co-educational Secondary School

Personal Data Access Request Form Data Protection Legislation

Date issued to data subject: __/__/__

Important: Proof of Identity must accompany this Access Request Form (eg. official/State photographic identity document such as driver's licence, passport).

Full Name	
Maiden Name (if name used during your school duration)	
Address	
Contact number *	Email addresses *

* We may need to contact you to discuss your access request

Form of Access

My preferred form of access is: (please select)

To receive photocopies by post ☐ To receive photocopies by hand ☐
To receive soft copy by email ☐ Other: _____

Please tick the box which applies to you:

Student ☐	Parent/Guardian of student ☐	Former Student ☐	Current Staff ☐	Former Staff ☐
Age: Year group/class:	Name Student:	Insert Year of leaving:		Insert Years From/To:

A description of the Data Held

I,[insert name] wish to be informed whether or not **Stratford College** holds personal data about me/my child and to be provided with a description of this data and to be informed of the purpose for holding such data. I am making this access request under **Section 3** of the Data Protection Acts. ☐

OR

A copy of the personal Data held

I, [insert name] wish to make an access request for a copy of any personal data that **Stratford College** holds about me/my child. I am making this access request under **Section 4** of the Data Protection Acts. ☐

Any other information relevant to your access request (e.g. if requesting images/recordings made by CCTV, please state the date, time and location of the images/recordings (otherwise it may be very difficult or impossible for Stratford College to locate the data).

Signed Date

Checklist: Have you:

- 1) Completed the Access Request Form in full? ☐
- 2) Signed and dated the Access Request Form? ☐
- 3) Included a photocopy of official/State photographic identity document (driver’s licence, passport etc.). ☐

Please return this form to *The Principal, Stratford College, 1 Zion Road, Rathgar, Dublin 6*



Stratford College

Co-educational Secondary School

Personal Data Rectification or Erasure Form

Data Protection Legislation

Date issued to data subject: __/__/__

Important: Proof of Identity must accompany this Access Request Form (eg. official/State photographic identity document such as driver's licence, passport).

Full Name	
Maiden Name (<i>if name used during your school duration</i>)	
Address	
Contact number *	Email addresses *

** Stratford College may need to contact you to discuss your request*

Please tick the box which applies to you:

Student ☐	Parent/Guardian of student ☐	Former Student ☐	Current Staff ☐	Former Staff ☐
Age: Year group/class:	Name of Student:	Insert Year of leaving:		Insert Years From/To:

I,[insert name] wish to have the data detailed below which Stratford College holds about me / my child rectified / erased (delete as appropriate). I am making this access request under **Section 6** of the Data Protection Act.

Details of the information you believe to be inaccurate and rectification required OR reason why you wish to have data erased:

You must attach relevant documents as proof of correct information e.g. where a date of birth is incorrect, please provide us with a copy of the official State Birth Certificate. Please note that your right to request rectification / deletion is not absolute and may be declined by Stratford College in certain cases. You have the right to complain this refusal to the Office of the Data Protection Commissioner: see www.dataprotection.ie

Signed: _____ Dated: _____

Checklist: Have you:

- | | | |
|---|--------------------------|--------------------------|
| 1. Completed the Data Rectification or Erasure Request Form in full? | ☐ | |
| 2. Included document/s as proof of correct information? | | ☐ |
| 3. Signed and dated the Request Form? | ☐ | |
| 4. Included a photocopy of official / State photographic identity documents (driver's license, passport, etc.?) | ☐ | |

Please address and return this form to:

The Principal, Stratford College, 1 Zion Road, Rathgar, Dublin 6



Department of Education and Skills Student Enrolment Returns Form

Certain sensitive personal data which the Department asks post-primary schools to furnish via the “*Annual Post-Primary School October Return/Examination Entries*” process requires your written consent for your child’s school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010 a copy which is available at www.education.ie or on request from your child’s school.

Please note that the reference to “you” in this consent form means a parent or a guardian of a student, or a student aged 18 years and over who is attending a recognised post-primary school.

Please enter the following details in BLOCK CAPITALS

Name of School: _____

Name of Parent/Guardian: _____

Name of Student: _____

Class year of student _____

1. **Where your child is currently in 1st Year do you or your child possess a medical card?**
(please **CIRCLE** the appropriate answer)

YES

NO

2. **Is your child a member of the Traveller Community *?**
(please **CIRCLE** the appropriate answer)

YES

NO

** “Traveller Community” means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000*

Signed: _____

Parent/Guardian/Student

Date: _____

Please complete this form and return to Stratford College. This form will be retained by Stratford College and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.



Stratford College

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Data Protection Impact Assessment ("DPIA") Form

The following **Data Protection Impact Assessment Form (DPIA)** is to be completed for any new type of processing, or amendment to existing type of processing which is likely to result in a high risk to the rights and freedoms of natural persons. (Article 35 GDPR)

<i>Name of Project</i>	<i>General Name of the Task Process giving rise to Risk</i>	<i>Specific description of the source and the exact nature of the Risk</i>	<i>Potential Privacy Impact or Damage</i>	<i>Level of Risk based on the likelihood of Occurrence</i>	<i>Alternative solutions and potential side-effects</i>

Signed: _____
Data Controller

Date: _____

Appendix 9. PROCEDURAL PROTOCOLS

- Personal Data Access Request (DAR)
- Personal Data Rectification or Erasure Request
- Breach of Personal Data Response Plan
- Transfer of Student Personal Data



Personal Data Access Request ("DAR") – Procedural Protocol

The following procedural protocol is to be followed by the Data Controller of Stratford College upon receipt of a Data Access Request:

Receipt of Request

- Immediately forward DAR to Data Controller for processing
- Check Data Access Request form is complete, signed and dated (*DAR Form available in Policies Folder*)
- Data Controller will acknowledge receipt of request in writing

Identity Verification

- Check ID provided is a photocopy of official/State photographic identity document (driver's licence, passport etc.).
- If the Requestor is not the data subject, seek and verify written confirmation that the requestor is authorised to act on behalf of the data subject

Response Deadline

Record the date of receipt of Data Access Request Form and calendar 30 day response deadline. Take note of school closure dates during this time period. If the request is burdensome & onerous the gathering of data may take longer than the one calendar month response period and the Requestor must be notified in writing of this deviation.

Review of Information

The Data Controller should contact all relevant individuals within the School for the information requested in the DAR. The Data Controller will determine whether there is any information which may be subject to an exemption and/or if consent is required to be provided from a third party.

Response to Access Requests

The Data Controller will, in writing, provide the finalized response together with the information retrieved from the School and/or a statement that Stratford College does not hold the information requested, or that an exemption applies, within the required time period.

Archiving

After the response has been sent to the Requestor, the DAR will be considered closed and archived by the Data Controller.

Exemptions

An individual does not have the right to access information recorded about someone else, unless they are an authorized representative, or have parental responsibility. Stratford College will not normally disclose the following types of information in response to a Data Subject Access Request:

- Information about other people.
- Repeat requests – Where a similar or identical request in relation to the same data subject has previously been complied with within a reasonable time period, and where there is no significant change in personal data held in relation to that data subject, any further request made within a six month period of the original request will be considered a repeat request
- Publicly available information
- Opinions given in confidence
- Privileged documents – in general, privileged information includes any document which is confidential and is created for the purpose of obtaining or giving legal advice.

Data Subject Access Request Refusals

The Data Controller can refuse a Data Subject Access Request and the reasons for the rejection must be clearly set out in writing to the Requestor. Requestors do not have a right to see information relating to them (1) If the information is kept only for the purpose of statistics or research, and/or (2) where the results of the statistical work or research are not made available in a form that identifies any of the individuals. Requests made for other, non-data protection purposes can be rejected.



Personal Data Rectification or Erasure Form – Procedural Protocol

The following procedural protocol is to be followed by the Data Controller of Stratford College upon receipt of a Personal Data Rectification or Erasure Request.

Receipt of Request

- Immediately forward Request Form to Data Controller for processing
- Check Request form is complete, signed and dated (Form available in Policies Folder)
- Data Controller will acknowledge receipt of request in writing

Identity Verification

- Check ID provided is a photocopy of official / State photographic identity document (Driver's licence, passport, etc.)
- If the Requestor is not the data subject, seek and verify written confirmation that the request is authorised to act on behalf of the Data Subject.

Response Deadline

Record the date of receipt of Data Rectification or Erasure Form and calendar one month response deadline. Take note of school closure dates during this time period. IF the request is complex and numerous in requests, the time period to reply may be extended by two further months. The Requestor must be notified in writing of this deviation.

Review of Information

The Data Controller should contact all the relevant individuals within the School with access to the data referenced in the Request Form. The Data Controller will determine whether there is any information which may be subject to an exemption.

Response to Access Requests

The Data Controller will, in writing, provide the finalized responses requested, or advise that an exemption applies, within the required time period. In the case of a data rectification request a copy of the rectified data will also issue to the Requestor.

Archiving

After the response has been sent to the Requestor, the Personal Data Rectification or Erasure Request will be considered closed and archived by the Data Controller.



Breach of Data Response Plan - Procedural Protocol

The following procedural protocol is to be followed by the Data Controller of Stratford College in the event of a Breach of Data.

Breach of Data – 24 hours Response

Stratford College has robust procedures in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Should a data breach occur where the security or integrity of personal data is compromised through misappropriation; loss or theft of data or equipment; unauthorised individuals gaining access; a deliberate attack on systems; equipment failure; human error of malicious acts such as hacking, viruses or deception, Stratford College will follow all procedures as set out in data protection legislation and internal policy.

Specifically the following steps will be taken:

- A record taken of the date and time when the breach was discovered, and the date of time of when response efforts begin
- All key personnel to be alerted of the breach; Principal, Board of Management any other relevant persons
- If appropriate, the area where the breach occurred secured to preserve evidence, i.e. files, laptop etc.
- Stop additional data loss, if it is likely to occur
- Document everything known about the breach, who, what, where, when, why, devices missing, systems affected etc.
- Interview any personnel involved in the data breach
- Assess priorities and risks based on the breach
- Notify an Garda Siochana, if appropriate

Notify Data Subject – without undue delay

Stratford College will notify the individual(s) concerned of any breach that may bring harm to such individual without undue delay after first becoming aware of any such data breach.

Notify Data Protection Commissioner – 72 Hours Response

If the specific data breach is likely to result in a risk for the rights and freedoms of the individual(s) the breach must be reported to the Data Protection Commissioner, within 72 hours of first becoming aware of the breach. The breach must be reported on the form available here

https://dataprotection.ie/documents/gdpr_forms/National_Breach_Notification_Form.pdf.

Where it is not possible to report the breach within 72 hours, Stratford College will provide reasoned justification of the time delay to the Data Commissioner. www.dataprotection.ie.



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Transfer of Student Personal Data – Procedural Protocol

The following procedural protocol is to be followed for the transfer of all student personal data.

Incoming Primary Student Transfer Information - “The Education Passport”

Upon receipt of confirmation that an individual Student will be enrolling at Stratford College the Principal of Stratford College will inform the Principal of the Student’s Primary School of such enrolment (DES CL 0025/2012)

Upon receipt of this information the Principal of the Student’s Primary School is required to send, by the end of the first week of September at the latest, a copy of the end of year report card (including the information from standardised tests at sixth class in primary school) to Stratford College (DES CL 0045/2014)

Transfer between Post Primary Schools

Transfers of pupils from another post primary school to Stratford College should include the transfer of pupil records, again with the full knowledge and approval of the student’s parent / guardian (i.e. written consent)

Transferring Data in relation to Students with Special Educational Needs

When a student is transferring from a school (including primary or post primary) to Stratford College every effort should be made so as to ensure that relevant student records, assessments and psychological reports are transferred with the Student. Where possible this should be done in advance of the student’s arrival at Stratford College or no later than arrival. This should be done with the full knowledge and approval of the student’s parent / guardian.

Removal from the Register

The Principal of Stratford College shall not remove a child’s name from the Register unless the school has received confirmation that the child is registered in another school or where s/he has received notification from the NEWB, now known as TUSLA, that the child is registered in a register of children receiving education in a place other than a school or where the student has been expelled. S.20(6). The Education (Welfare) Act, 2000.