



Stratford College

Co-educational Secondary School

Principal: Patricia Gordon Deputy Principal: Siobhan Reynolds

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.

If you need more information, please see our Data Protection Policy available at <https://www.stratfordcollege.ie/content/images/Stratford-College-Data-Protection-Policy-2020.pdf>

1. Who we are:

We are Stratford College

Our address and contact details are below.

We provide secondary level education.

For further information of our Data Protection Policy available at <https://www.stratfordcollege.ie/content/images/Stratford-College-Data-Protection-Policy-2020.pdf>

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.

Further details of the data we collect about you can be found in our Data Protection Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give

consent for certain things like taking your photograph, going on school trips etc.

3. How we use your information and the legal basis

We use your personal data for purposes including:

your application for enrolment;
to provide you with appropriate education and support;
to monitor your academic progress;
to care for your health and well-being;
to care for our staff and students;
to process grant applications, fees and scholarships;
to coordinate, evaluate, fund and organise educational programmes;
to comply with our legal obligations as an education body;
to comply with our monitoring and reporting obligations to Government bodies,
to process appeals, resolve disputes, and defend litigation etc.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please see our Data Protection Policy.

4. Who we share your information with

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

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

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

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

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

7. How long we hold your data



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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. For further information on the retention periods, please see our Data Protection Policy.

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

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

For further information, please see our Data Protection Policy.

9. Contact

If you would like to discuss anything in this privacy notice, please contact the Principal.

Privacy Notice¹ for Post Primary Online Database (P-POD)

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Purpose

The purposes for which the Department processes your data and the data of your child are

- The allocation of funding and teaching posts to schools based on the number of students enrolled at 30th September annually
- Formal entry into State Examinations at both Junior and Leaving Certificate level.
- To establish the retention rate for students within the system
- The monitoring of progress of students through the education system
- The authentication of the identity of new students
- The verification of the PPSN for a new student using the name of the student's mother birth name
- The identification of any instances where a student may be enrolled in more than one school concurrently
- The reporting of applications granted by schools under the exemption from the study of Irish scheme
- To facilitate the transfer of students between schools
- To inform and assist in the development and delivery of education policy including the provision of resources to schools under the DEIS scheme to address educational disadvantage
- Auditing and accounting for the expenditure of public funds
- PPOD School contacts
- For the purposes of statistical analysis

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Consent

Consent is used to collect ethnic and cultural background for statistical purposes and reporting in aggregated format for the purposes of integration and Social Inclusion.

Where consent is provide the data subject has the right to withdraw the consent.

Source –

Schools

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Legal basis

Sections 2 and 7 of the Education Act, 1998 – the provision for education and support services by the Department to recognised schools.

Processing for tasks carried out in the public interest where necessary and proportionate to administer a number of non-statutory schemes, programme or funds where the legal basis for such administration is a function of the Minister conferred by or under an enactment or by the Constitution.

Categories of data subject

- Parent/Guardian/Carer
- Student enrolled in a recognised school
- School Personnel
- Principal
- Chairperson of BOM
- October Return Contact



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Categories of personal data

Parents/Guardian/Carer

- Mother's birth name

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Student

- Personal Public Service Number (PPSN)
- Department Pupil Identity Number (DPIN)
- Identity – Name, DOB and gender
- Postal Address & Eircode
- Statistical fields – nationality, mother tongue,
- Programme/class year

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Principal / Chairperson of BOM / October Return Contact

- Identity
- Address and contact details
- School details

Student Enrolment Data

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Whether the student -

- Boards at his/her school
- Is exempt from the study of Irish and if so the date, category and grantor of such exemption
- Is a new entrant to the education system
- Is repeating a school year and if so, the reasons why and is a short-term placement student and, if so, the duration for which he/she has been enrolled

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Student's Course of Study -

- The date of enrolment of the student
- The source of enrolment of the student
- Programme/class year of the student
- Class type of the student
- Student type
- Current school roll number for the student
- The former school roll number for the student, if applicable
- The early leaving date and leaving destination, if applicable
- Student's examination number, only applicable to Junior Cycle exam candidates
- Subject and subject levels which the student is studying
- The language through which the student is studying

Special categories data

- Ethnic/cultural background
- Health data where Irish exemption granted on grounds of general or specific learning disability under the terms of the Exemption from the study of Irish scheme

7.1 Further Processing

Where the Department intends to further process your data or that of your child for a purpose other than the purposes listed above, the Department will provide you prior to that further processing with information on that other purpose and with any relevant further information on the processing activity and your data protection rights.

7.2 Recipients of the data

Data Sharing

Data may be shared with the following :

- **State Examinations Commission**, for the purposes of assisting the SEC in its planning of the state examinations. The legal basis for this data-sharing is S.I. No. 373/2003 - State Examinations Commission (Establishment) Order 2003
- **Educational Research Centre**, to assist it in meeting its research requirements including some of Ireland's international research commitments. The Centre subsequently liaises with post-primary schools directly in respect of any further data it may require on individual students to assist its research. The legal basis for this data-sharing is Section 9(b) Educational research centre (establishment) order, S.I. No. 392 of 2015
- **Student Universal Support Ireland** to verify data supplied as part of the application process confirmation (i.e. either a Yes or No) is provided to SUSI that the applicants for the student grants have been returned by schools as having been enrolled in post-primary education for at least three years out of the five school years. The legal basis for this data-sharing is Section 28(5)(b) of Student Support Act 2011.
- The Department shares a limited amount of each student's personal data, including a student's PPS number with the Department of Employment Affairs & Social Protection's client service in order to authenticate the identity of each student. The legal basis for this datasharing is under section 262(6)(a) of the Social Welfare Consolidation Act 2005
- **Central Statistics Office** under section 30(1)(b) the Statistics Act, 1993 to assist with the compilation of national statistics
- **Central Applications Office** for the *Higher Education Access Route (HEAR) and Disability Access Education Route (DARE)* by way of consent from the applicants from socio-economic disadvantaged backgrounds for consideration under the HEAR access schemes confirmation (i.e. either a Yes or No) is provided to HEAR to confirm that an applicant have been returned by schools as having been enrolled in post-primary education for at least three years out of the last five years. A similar arrangement applies to DARE in respect of applicants with disabilities.

7.3 Storage period

The retention period is age 25 years subject to review thereafter, whichever is to enable the auditing of the expenditure of public funds.

7.4 Third Country

None of your data or that of your child will be transferred to a country outside of the European Economic Area i.e. the EU and Norway, Iceland and Liechtenstein

7.5 Data Subject Rights

Please follow the <https://www.education.ie/en/The-Department/Data-Protection/Information.html> for information on your right to access your data and that of your child's.



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You may also exercise your right to correct your data, seek to restrict how it may be processed or object to how it may be processed. Your data or that of your child's will not be used for automated decision-making or profiling, please see <http://gdprandyou.ie/wp-content/uploads/2018/03/Rights-of-Individuals-under-the-General-Data-Protection-Regulation.pdf> for a the data Protection Commissioner's Guide to Data Subject Rights.

While you have a right to have your data or that of your child deleted the Department may not be able to agree to your request if it is less than the retention period referred to above. The Department may not be able to agree to your request for deletion also where your data is subject to the National Archives Act 1986 and no order has been made to dispose of the this category of data under that Act, see guidance from the National Archives http://www.nationalarchives.ie/wpcontent/uploads/2018/05/20180319GDPRNAA_GuidanceNote_1.pdf.

You have the right to lodge a complaint with the Data Protection Commissioner, please see www.dataprotection.ie

7.6

Further Information

Further information on how this scheme operates is available at <https://www.education.ie/en/SchoolsColleges/Services>Returns/Post-Primary-Online-Database-P-POD-Project/>

A *Fair Processing Notice* which provides more detail on the legal and technical basis for processing personal data plus details on the data items collected and processed may be found here https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0047_2010.doc

A circular on the exemptions from the study of Irish is available here : <https://www.education.ie/en/Parents/Information/Irish-Exemption/Irish-Exemption.html> [Contact Details](#)

The Department of Education and Skills is the data controller for the processing of your data. If you have any query in respect of this you may contact Parents, Learners and Database Section or e-mail p-podhelpdesk@education.gov.ie or by post to Parents, Learners and Database Section, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath N37 X659

The Department's Data Protection Officer may be contacted by sending an e-mail to dpo@education.gov.ie or by post to Department of Education and Skills, Data Protection Unit, Athlone, Co. Westmeath. N37 X659.

8 Last update 24th May, 2018

ⁱ Please see glossary of Data Protection terms on www.education.ie