



# *St. Mary's Secondary School*

*Convent of Mercy, Newport, Co. Tipperary V94 RY18*

Telephone 061-378344 Fax 061-378358

[www.stmarysnewport.com](http://www.stmarysnewport.com)

Registered Charity Number: 20148379



## **Privacy Notice.**

**Phone :** 061 378344 **Fax:** 061 378358 **E-mail:** [admin@smnewport.ie](mailto:admin@smnewport.ie)

**Web site:** [www.stmarysnewport.com](http://www.stmarysnewport.com)

**School Name:** St Mary's Secondary School

**Roll number:** 65400H

**School Address:** Church Road Newport Co. Tipperary.

**School Details:** St. Mary's is a co-educational secondary school that offers a varied and wide ranging curriculum. The school is structured and geared to providing educational facilities suited to the needs, interests and range of abilities of its students.

**School Management:** The Board of Management of St Mary's is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement:**

St. Mary's Secondary School, Newport operates as a Catholic Co-educational Secondary School, to provide teaching and learning of the highest quality for the benefit of the community which it serves.

### **IN PURSUING THIS MISSION, WE AIM:**

- To provide a quality educational experience that caters for the full range of academic aptitude and abilities.
- To foster the intellectual, physical, social, cultural, moral and religious development of our students.
- To enable pupils to achieve their full potential academically.
- To promote the Catholic ethos and faith.
- To cater for the needs of the local community in so far as ethos, resources and facilities permit

## **Introduction**

By enrolling in and attending St Marys Secondary school the student and his parents/guardians acknowledge that: personal data will be processed by the school. This Privacy Notice provides information about what personal data is collected, why it is collected, with whom it is shared and

why, retention periods and the rights of the individual under General Data Protection Regulation (GDPR). The St Marys Data Protection Policy and St Marys GDPR page can be found on

[www.stmarysnewport.ie](http://www.stmarysnewport.ie)

## **What information is collected?**

St Marys needs and uses personal data of all students. The personal data collected can include information about identity and contact details: images/photos, CCTV footage, family details, admission/enrolment details, previous schools, academic progress, PPS number, special educational needs, nationality, language, religion, medical data, information about behaviour and attendance, information about health, safety and welfare, financial information (regarding fees and grants) and other personal data.

If a student is under 18 years when enrolled, the school collects the name, address, contact details and other information about the parents/guardians. Also, parents/guardians are consulted and asked to give consent for certain things like taking of photographs, going on school trips etc.

## **How is the information used?**

Personal data is used for normal day to day school operations and for purposes including:

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

## **With whom is the information shared?**

The school shares personal data with third parties, including Government bodies. This includes:

- Department of Education and Skills (DES)
- State Examinations Commission (SEC)
- National Council for Special Education (NCSE)

- Child and Family Agency, TUSLA
- An Garda Síochána
- Health Service Executive (HSE)
- Department of Social Protection.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which the school transfers personal data will use personal data for their own purposes (including verifying other information they already hold, etc.) and they may aggregate it with other information they already hold. The school also shares personal data with third parties including the insurance company and other service providers e.g. IT providers, security providers, legal advisors etc. The school is legally required to provide certain records relating to the progress of a student (under 18 years) in his education to the student's parents/guardians, including results of examinations.

### **How long is data held?**

Some personal data is only kept for a short period and will be destroyed at the end of an academic year because it is no longer needed. Some data is retained for longer periods, including after a student leaves St Marys.

### **What are an individual's statutory rights?**

Every individual has the:

- Right to be informed
- Right to access information
- Right to rectification
- Right to erasure
- Right to data portability
- Right to object to processing of personal data
- Right of restriction
- Right to not be subject to a decision based solely on automated processing.

### **Contact**

Queries relating to this Privacy Notice can be relayed to the school office at [admin@stmaryssec.org](mailto:admin@stmaryssec.org)

### **Approval**

This Privacy Notice has been approved by St Marys Secondary School Board of Management.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, Board of Management