 **St. John’s Special School**

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

By enrolling in and attending St. John’s Special School you acknowledge that your personal data (including special category personal data) shall be processed by St. John’s Special School.

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 http://www.stjohnsspecialschooldungarvan.com/

1. **Who we are:**

We are St. John’s Special School

Our address and contact details are Youghal Road, Dungarvan, X35 RR25 (058) 41860

We provide primary education to children from 4 to 18

1. **The information we collect about you**

When you are a student with St. John’s Special School , 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 section 2 and 4 of our Data Protection Policy.

1. **How we use your information and the legal basis**

We use your personal data for purposes including:

*your application for enrolment;*

*to provide you with appropriate education and support;*

*to monitor your academic progress;*

*to care for your health and well-being;*

*to care for our staff and students;*

*to process grant applications, fees and scholarships;*

*to coordinate, evaluate, fund and organise educational programmes;*

*to comply with our legal obligations as an education body;*

*to comply with our monitoring and reporting obligations to Government bodies,*

*to process appeals, resolve disputes, and defend litigation etc.*

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 4 of our Data Protection Policy available on our website.

1. **Who we share your informationwith**

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 Commissionersetc.

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 section 5 of our Data Protection Policy.

1. **We do not transfer your personal data to a third country or international organisation / The school will ensure that any transfers to third countries, 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).**
2. **We do not engage in automated decision making/profiling.**
3. **How long we hold your data**

See our Data Records Retention Schedule

1. **You have the following statutory rights that can be exercised at any time:**
2. Right to complain to supervisory authority.
3. Right of access.
4. Right to rectification.
5. Right to be forgotten.
6. Right to restrict processing.
7. Right to data portability.
8. Right to object and automated decision making/profiling.
9. **Contact**

If you would like to discuss anything in this privacy notice, please contact **chairpersonbomstjohns2019@gmail.com**