DATA PRIVACY POLICY
GENERAL
Scoil Fhursa is committed to processing all personal information in accordance with the General Data Protection Regulation (EU) (2016/679) (herein GDPR), Irish Data Protection Laws and any other relevant data protection laws and codes of conduct (herein collectively referred to as 'the data protection laws').

WHO WE ARE

Scoil Fhursa is a modhscoil lán-ghaelach in Galway city.
Website: www.scoilfhursa.net
Phone number: 091 521840

WHAT IS A DATA PRIVACY POLICY & WHY IS IT IMPORTANT?

Respecting your data's privacy is essential to us. Therefore we have set out in this Data Privacy Policy how Scoil Fhursa treats members' and users' personal data; and how third-party organisations linked with Scoil Fhursa through its website(s), membership database, devices, mobile applications, and e-newsletters treat this personal data.

Please read this statement carefully to understand the views and practices of Scoil Fhursa regarding personal data.
When you share personal data with us or when we collect personal data about you, we will use it in line with this Privacy Policy. If you have any questions or concerns about this privacy policy, please contact us at runaiscoilfhursa@gmail.com
This policy is under regular review. Please check this page for any policy updates. Should we need to process your data in a new way, we will only do so after conducting a Data Privacy Impact Assessment.

WHAT PERSONAL DATA DO WE COLLECT FROM YOU AND HOW DO WE USE IT?

The collection of personal data is essential to running a school and providing care and education for your children and we therefore have specific measures and controls in place to ensure that we comply with the conditions outlined in the data protection laws.
Scoil Fhursa must have a lawful basis to collect and use personal information. These legal bases are explained below:
Scoil Fhursa's Legitimate Activities and Legitimate Interests
We use your personal information for our legitimate activities and legitimate interests as outlined below. You have a right to object to this processing at any time:

- **To carry out the normal activities of a school.**
- **To improve our communication with you as parents/guardians**

NECESSARY FOR THE PERFORMANCE OF A CONTRACT

We need to collect and use your personal data in order for you to:

- **Be contactable in case of emergency**
- **Relate important information about school activities**
- **Send you reports on your child's progress**
- **Maintain positive communication within the school community.**

REQUIRED BY LAW

We use your personal information to comply with all relevant laws and regulations including:

- **Reporting to proper authorities**
- **To manage and investigate any complaints**

WITH YOUR CONSENT

You need to give consent for us to collect and use personal information for certain uses of your personal information.
You are given the choice to provide consent, or not, when we collect your data. We will explain what we need it for and how you can change your mind in the future.

WHAT PERSONAL DATA DO WE COLLECT?

The personal data collected from you and your children:

- **Name**
- **Date of birth;**
- **Contact details:**
- **Child minders name and contact number**
- **PPS number**
- **Phone;**
- **Email;**
- **Home address;**
- **work phone number**
- **medical information about your child**
- **results of your child's classroom and standardised tests where applicable**
- **religion**

HOW WE USE YOUR PERSONAL DATA

The uses, for the personal data Scoil Fhursa collect, are outlined below:

- **Administration within the school**
- **Administration within the Dept. Of Education and Skills (POD/ Aladdin)**
- **Texts and emails from school email;**
- **Answer and manage your enquiries;**
- **Send you the Parents Association newsletter;**
- **Send you relevant information for parents**

CONSENT AND HOW TO WITHDRAW CONSENT

If we process your personal data based on consent, you have the right to withdraw that consent at any time.
If you wish to withdraw consent given at any other stage please contact the school directly through email runaiscoilfhursa@gmail.com or by phone (091-521840)

HOW AND WHERE DO WE GET YOUR PERSONAL INFORMATION FROM?

We get your personal data directly from you when you complete our enrolment forms, other school forms (e.g. Permission slips – hardcopy or online), email us or ring us. We do not record the audio of telephone calls, but may have a log on when you called, call length, to whom you spoke, and what the subject of that call was.

WHO MAY ACCESS YOUR PERSONAL DATA?

As set out above, Scoil Fhursa is committed to respecting the privacy of your personal data, and to processing such data in accordance with the data protection laws. It is important to know we do not sell your personal data. The following may have access where relevant and appropriate to your data where pupils are identified by name:

- **Parents/Guardians**
- **Past Pupils over 18**
- **Health Service Executive staff**
- **National Educational Psychological Service**
- **National Education Welfare Board**
- **Occupational Therapists or Speech Therapist working with pupils**
- **Designated School Personnel**
- **Department of Education and Skills (where necessary)**
- **First and Second level schools (once it has been confirmed by that school that the child has been enrolled)**
- **Scoil Fhursa Board of Management**

YOUR PERSONAL DATA MAY ALSO BE PROCESSED BY:

POD and Aladdin and the Dept. Of Education and Skills.
We interact with trusted third parties to record attendance, and other pertinent information concerning your child's education and trends within the Education system.

WE MAY ALSO DISCLOSE YOUR PERSONAL DATA TO THIRD PARTIES

Scoil Fhursa may disclose information when legally compelled to do so; in other words, when, in good faith, it is believed that the law requires it or for the protection of the Scoil Fhursa's legal rights.
In other circumstances we may disclose if we have your consent or we are permitted to do so by law. This includes the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE the Department of Social Protection, the Revenue Commissioners, CAMHS, NEPs etc.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

This will vary dependent on the nature of the data. These include:

- The purpose for which we hold your personal data;
- Our legal and regulatory obligations in relation to that personal data; and
- Any specific requests from you in relation to the deletion of your personal data.

When we no longer need to retain your personal data, it will be destroyed to best standards.

IS YOUR DATA SECURE?

Scoil Fhursa takes data privacy seriously. We are committed to keeping your personal data secure and taking all reasonable precautions to do so. We deploy appropriate organisational measures to keep personal information secure.
We always do our best to protect your personal data and once we have received your personal data, we use strict procedures and security to try to prevent unauthorised access.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while Scoil Fhursa strives to protect all Users' personal information, Scoil Fhursa cannot ensure or warrant the security of any information transmitted to Scoil Fhursa via the Internet, Users do so at their own risk.

WHAT ARE YOUR RIGHTS?

You have the following rights with regards to the personal data we hold on you:

- The right to access the personal data we hold about you
- The right to access details about how your data are processed
- The right to have incorrect and incomplete personal data we hold about you updated;
- The right to request that we erase the information we hold about you where Scoil Fhursa has no legitimate reason to retain your data;
- The right to withdraw consent at any time for personal data processing that is based on consent;
- The right to ask us to stop contacting you with direct marketing;
- The right to restrict the processing of your personal data;
- The right to data portability by receiving your personal data in a structured, commonly used format;
- The right to lodge a complaint with a supervisory authority.

To exercise these rights please contact Scoil Fhursa at the contact details outlined below.

HOW DO YOU EXERCISE YOUR RIGHTS?

If you have any questions or concerns about how we treat and use your personal data, or would like to exercise any of your rights as outlined above, please contact us at runaiscoilfhursa@gmail.com or by writing to us at:
Scoil Fhursa
Nile Lodge
H91 P8X5 Gaillimh

Scoil Fhursa will endeavour to address any data related concerns or complaints that you may have, however, your questions/complaints can be addressed to the Data Protection Commissioner.

Data Protection Commisioner – Republic of Ireland
Canal House – Station Road
Portarlington
R32 AP23 Co Laois

Dublin Office
21 Fitzwilliam Square
Dublin 2 - DO2 RD28

Telephone: 057 8684800 / 0761 104 800
Email: info@dataprotection.ie
Visit: https://dataprotection.ie

CHANGES TO OUR PRIVACY POLICY

We may change this Privacy Policy at any time. Any changes to this Privacy Policy will become effective when we make the revised Privacy Policy available on or through the Site.
Any changes we may make to our Privacy Policy in the future will be posted on this page or on our website.
Version 1.0 date: 28.06.24
Version 2.0 date: 10.04.24