

**RÉAMHRÁ**

Baineann Polasaí na scoile um Chosaint Sonrai le ***sonrai pearsanta*** ata á gcoinneáil ag Bord Bainistíochta na scoile, atá faoi chosaint ag na hAchtanna um Chosaint Sonrai 1988 go 2018 agus ag Rialachán Ginearálta um Chosaint Sonrai an AE (RGCS).

Baineann an polasaí seo le gach ball foirne, leis an mBord Bainistíochta, le tuismitheoirí/caomhnóirí, le daltaí agus leo eile (daltaí féideartha nó ionchasacha agus a dtuismitheoirí san áireamh agus iarrthóirí ar phoist laistigh den scoil) chomh fada agus a bhaineann na céimeanna sa pholasaí leo. Déanfar sonrai a stóráil go slán, le go gcosnaítear faisnéis rúnda de réir na reachtaíochta ábhartha. Leagann an polasaí seo amach an bealach ar a ndéanann an scoil sonrai pearsanta agus catagóirí speisialta na sonrai pearsanta a chosaint.

Feidhmíonn Scoil Oilibhéir modh an "***Phríobháideachais trí dhearadh***" maidir le Cosaint Sonrai. Ciallaíonn sé seo go ndéanaimid pleánail chúramach agus sonrai pearsanta á mbailiú againn le gur féidir linn na ***prionsabail chosanta sonrai*** a chur isteach roimhre mar phointí bunúsacha i ngach feidhmíocht a bhaineann le sonrai. Déanaimid iniúchadh ar na sonrai pearsanta atá á gcoinneáil againn le gur féidir linn

1. rochtain a sholáthar do do dhaoine ar a gcuid sonrai
2. é a chinntí go bhfuil siad á gcoinneáil go slán
3. ár nósanna imeachta um chosaint sonrai a thaifeadadh
4. cuntasacht agus tréadhearcacht a fhorbairt

**PRIONSABAIL NA COSANTA SONRAÍ**

Is *Rialaitheoir Sonrai ar shonrai pearsanta* é Bord Bainistíochta na scoile a bhaineann le baill foirne, daltaí, tuimsitheoirí/caomhnóirí agus baill eile an scoilphobail san aimsir atá thart, sna laethanta seo agus sa todhchaí. Chuige seo, tá dualgas ar an mBord cloí leis na prionsabail chosanta soraí mar atá leagth amach sna hAchtanna um Chosaint Sonrai 1988 go 2018 agus sa RGCS, ar a ndéantar achooimre orthu sa méid seo a leanas:

**1. Sonrai Pearsanta a Fháil agus a Phróiseáil ar bhealach cothrom**

Bailítear faisnéis ar dhaltaí le cabhair a dtuismitheoirí/a gcaomhnóirí agus na foirne. Aistrítear faisnéis freisin ó na scoileanna ina raibh siad. Maidir le faisnéis atá á coinneáil ag an scoil faoi dhaoine eile (baill na foirne, daoine atá ag cur isteach ar phostanna, tuismitheoirí/caomhnóirí na ndaltaí srl.), go ginearálta, is iad na daoine féin a thugann an fhasnéis, le toiliú ionmlán, eolach agus cuirtear le chéile í le linn a dtréimhse fostáiochta nó theagmhála leis an scoil. Pléitear leis an bhfasnéis seo ar fad faoi réir na reachtaíochta um Chosaint Sonrai agus faoi théarmaí an Pholasaí seo um Chosaint Sonrai. Déanfar an fhasnéis seo a fháil agus a phróiseáil ar bhealach cothrom.

**2. Toiliú**

Nuar is é a toiliú an bunús le soláthar sonrai pearsanta, (m.sh. sonrai atá riachtanach le bheith i do bhall d'fhoireann spóirt/d'imeacht iarscoile nó d'aon imeachtaí eile roghnach) ní mór toiliú don phróiseáil a thabhairt go saor, go sonrach, ní mór don duine a bheith eolach ar na cúinsí. Ba cheart go mbeadh mianach an duine is ábhar do na sonrai a bheith soiléir. Beidh ráiteas nó gníomhaíocht shoiléir dhearbach ag teastáil ó Scoil Oilibhéir, m.sh. ticeáil bosca/síniú cáipéisí le toiliú a léiriú. Is féidir leis an duine is ábhar do na sonrai an toiliú a tharraingt siar sna cásanna seo.

**3. Coinnígh é chun críoch(a) sonraithe agus ar bhonn follasach dleathach**

Cuirfidh an Bord Bainistíochta daoine ar an eolas faoi na cúiseanna go bhfuil siad ag bailiú na sonrai agus faoin úsáid a mbainfear astu. Coinnítear gach faisnéis le leas an duine aonair ar intinn againn i gcónai.

**4. Na sonrai a phróiseáil ar bhealaí a thagann leis na cúiseanna ar a bailíodh iad i dtús báire**

Déanfar soraí a bhaineann le daoine aonair a phróiseáil ar bhealaí a thagann leis na chúiseanna ar a bailíodh na sonrai. Ní roinnfear eolas ach ar bhonn gá-le-fios agus beidh diannrialú ar an rochtain ar na sonrai sin.

**5. Sonrai Pearsanta a choinneáil slán agus sábhláilte**

Ní bheidh rochtain ar na sonrai ach acu siúd a bhfuil fíorchúis acu len e a fháil. Tá sonrai pearsanta á stóráil faoi għlas nuair is taifid ó lámh iad agus faoi chosaint ag bogearra ríomhaire agus pasfhocail i gcás sonrai atá á gcoinneáil go leictreonach. Tá criptú agus pasfhocail ar għléasra iniompartha (ar nós ríomhaire glúine) ar a bhfuil sonrai pearsanta á stóráil.

**6. Sonrai Pearsanta a choinneáil cruinn, ionmlán agus thuas chun dáta**



Ba cheart do dhaltaí, do thuismitheoirí/chaomhnóirí, agus/nó baill na fairne an scoila chur ar an eolas faoi aon athú atá le déanamh ar a gcuid sonraí pearsanta nó ar a gcuid sonraí pearsanta íogaire le cinntíú go bhfuil sonraí an duine sin cruinn, iomlán agus thusa chun dáta. Ar insint dóibh, ba cheart don scoil pé atrú atá le déanamh a dhéanamh ar na taifid ábhartha. Ní féidir taifid a athú nó a léirsriosadh gan an t-údarú ceart. Má tá atrú/ceartú ag teastáil, ba cheart nota a dhéanamh den údarú agus de na hathruithe atá le déanamh ar aon bhunchóip de thaifead nó de chápéis agus an dáta agus síniú an duine atá ag déanamh na n-athruithe a chur leis.

## 7. É a chinntíú go bhfuil na sonraí fóntha, ábhartha agus nach siad iomarcach

Ní bhaileofar agus ní stóralfar ach méid riachtanach na faisnéise atá ag teastáil chun seirbhís fóntha a sholáthar

## 8. É a choinneáil ní níos sia ná mar is riachtanach don chúis/do na cúiseanna sonraithe ar a tugadh é

Mar rial għinearálta, coinneofar an fhaishnés ar feadh tréimhse an duine sa scoil. I ndiaidh sin, leanfaidh an scoil treoirlínte na Roinne Oideachais maidir le stórail na sonraí pearsanta a bhaineann leis an dalta. I gcás na mball fairne, cloífidh an scoil le treoracha na Roinne Oideachais agus le riachtanais Oifig na gCoimisinéirí Ioncaim maidir le coinneáil na dtaifead a bhaineann le fostaithe. D'fhéadfaí go gcoinneodh an scoil na sonraí a bhaineann le duine aonair ar feadh tréimhse ama níos sia chun cloí le forálacha ábhartha dlí agus/nó chun éileamh a chosaint faoi reachtaíocht fostáiochta agus/nó do chonradh agus/nó don dlí sibhialta. Féach tábla

### Coinneáil na dTaifead Scoile

## 9. Cóip dá Sonraí Pearsanta a sholáthar do dhuine ar bith ar iarratas

Tá sé de cheart ag duine aonair rochtain a fháil ar na sonraí pearsanta atá á gcoinneáil fúthu agus a bheith ar an eolas fúthu, faoin duine atá á gcoinneáil agus faoin gcúis go bhfuil siad á gcoinneáil.

## SCÓIP

Baineann an reacctaíocht um Chosaint Sonrai le coinneáil agus le próiseail *Sonraí Pearsanta*. An críoch leis an bpolasáí seo ná cabhrú leis an scoil a cuid oibleagáidí reacchtúla a chomhlíonadh, na hoibleagáidí sin a mhíniú d'fhoireann na scoile agus foireann na scoile, daltaí, a dtuismitheoirí/gcaomhnóirí conas a dhéanfar a gcuid sonraí a phróiseáil.

Baineann an polasaí seo le gach ball fairne, leis an mBord Bainistíochta, le tuismitheoirí/caomhnóirí, le daltaí agus leo eile (daltaí ionchasacha agus a dtuismitheoirí/gcaomhnóirí san áireamh, chomh maith le hiarrthóirí ar phoist sa scoil) fad is atá an scoil ag láimhseáil agus ag próiseáil a gcuid *Sonraí Pearsanta* ar feadh a dteagmhála leis an scoil.

## Sainmhíniú ar Théarmaí Cosanta Sonrai

Chun tuisint cheart a fháil ar na hoibleagáidí ar an scoil, tá téarmaí áirithe tábhachtacha, ar cheart do gach ball fairne ábhartha iad a thuiscint:

*Sonraí Pearsanta* duine ar bith aiceanta aitheanta nó inaitheanta i.e. duine beo ar féidir nó a bhféadfaí iad a aithint ó na sonraí nó i bpáirt le faisnéis eile atá i seilbh, nó atá le bheith i seibh an Rialthóra Sonrai (Bord Bainistíochta).

*Rialitheoir Sonrai* is ea Bord Bainistíochta na scoile

*Duine is ábhar do na Sonrai* - duine is ábhar do na sonraí pearsanta

*Próiseáil Sonrai* - aon oibríocht nó tacar oibríochtaí a dhéanamh ar na sonraí:

- Fáil, taifeadadh, coinneáil na sonraí,
- Bailiú, eagú, stórail, atrú, nó cur in oiriúnt na sonraí
- Aisghabháil, féachaint ar, nó úsáid a bhaint as, na sonraí
- Na sonraí a noctadh trí tharchur, trí scaipeadh nó iad a chur ar fáil trí bhealach eile
- Na sonraí a ailíniú, a chónascadh, a bhlocáil, a għlanadh, nó a léirsriosadh

*Próiseálaí Sonrai* - duine a dhéanann sonraí pearsanta a phróiseail thar ceann an Rialitheora Sonrai, **ach ní fostáí an Rialthóra Sonrai** a dhéanann a leithéid de shonraí a phróiseail le linn a dtréimhse fostáiochta le, chiallódh sé seo b'fheidir fostáí eagrás a gcuieann an Rialitheoir Sonrai obair chucu. Leagann an reacctaíocht um Chosaint Sonrai freagachtaí ar na heagras seo maidir lena bpróiseáil sonraí. *Aladdin* is ea sampla de seo i Scoil Oilibhéir.



*Catagóirí Speisialta Sonraí Pearsanta* a thagraíonn do Shonraí Pearsanta maidir leis na gnéithe seo a leanas

- Bunadh ciníoch nó eitneach
- Tuairimí polaitiúla nó creidimh religiúnda nó fealsúnach
- Sláinte fhisiciúil nó mheabhrach
- Saol gnéis agus claonadh gnéis
- Sonraí géiniteacha agus bithmhéadracha
- Ciontuithe Coiriúla nó líomhaintí faoi dhéanamh coire
- Ballraíocht Cheardchumainn

*Sárú ar Shonraí Pheasant* – sárú ar shlándáil as a dtagann léirsriosadh timpisteach nó mídhleathach, cailleadh, athrú, nochtadh neamhúdaraithe, nó rochtain ar na sonraí pearsanta a tharchuirtear, a stóráltaí nó a phróiseáiltear ar bhealach eile. Is ionann é seo agus aon chur isteach ar nó caillteanas sonraí, beag beann ar cá háit a dtarlaíonn sé nó conas a tharlaíonn sé.

## RÉASÚNAÍOCHT

Chomh maith leis na hoibleagáidí dlíthiúla atá ar an scoil faoi shainchúraimí fairsinge na reachtaíochta oideachais, tá oibleagáid dhíthiúil ar an scoil cloí leis na hAchtanna um Chosaint Sonraí 1988 go 2018 agus leis an RGCS.

Míníonn an polasaí seo cén saghlas sonraí a bhailítear, cen fáth go mbailítear iad, an tréimhse choinneála agus cé leis a roinnfear iad. Tá an scoil an-dáiríre faoina bhfreagrachtaí faoin dlí um Chosaint Sonraí agus is mian leo cleachtas shábhálte a chur i bhfeidhm chun sonraí pearsanta an duine aonair a chumhdach. Aithnítear gur n-éascaíonn taifeadadh ceart agus stóráil shlán an eolais fhíorasaigh measúnú an eolais le go mbeidh an Príomhoide agus an Bord Bainistíochta in ann cinntí a dhéanamh maidir le rith éifeachtach na scoile. Tá láimhseáil éifeachtúil na sonraí de dhíth freisin chun buanseasmhacht agus leanúnachas a chinntí mar a bhfuil athruithe na bpearsanra laistigh den scoil agus lasitigh den Bhord Bainistíochta.

## OIBLEAGÁIDÍ EILE DLÍTHIÚLA

Le cur i bhfeidhm an pholasáí seo, cuirtear oibleagáidí agus freagrachtaí eile dlíthiúla na scoile san áireamh. Tá dlúthbhaint ag cuid acu seo le Cosaint Sonraí. **Mar shampla:**

Faoi **Alt 9(g) den Acht Oideachais, 1998**, caithfear rochtain a thabhairt do thuismitheoir dalta, nó do dhalta atá os cionn 18 mbliana d'aois, ar na taifid atá á gcoinneáil ag an scoil maidir le dul chun cinn oideachasúil an dalta sin.

Faoi **Alt 20 den Acht Oideachais (Leas), 2000**, caithfidh an scoil clárleabhar a choinneáil de na páistí atá ag freastal ar an scoil

Faoi **Alt 20(5) den Acht Oideachais (Leas), 2000**, tá dualgas ar Phríomhoide eolas áirthe faoi thinreamh páiste ar an scoil agus faoi chúrsaí eile a bhaineann le dul chun cinn oideachasúil an pháiste a roinnt le príomhoide scoile eile a bhfuil an páiste ag aistriú chuici. Cuireann Scoil Oilibhéir, tríd an bpost, cóip de *Phas* an pháiste, atá curtha ar fáil ag an gComhairle Náisiúnta Curácliam agus Measúnachta, chuir Príomhoide na meánscoile ina bhfuil an páiste rollaithe.

Nuir atá tuairiscí déanta ag daoine gairmiúla, seachas foireann Scoil Oilibhéir, mar chuid de chomhaid an dalta reatha, ní thugtar na tuairiscí seo chuig an Meánscoil mura bhfuil cead dearfa, scríofa lorgtha agus faighe ó thuismitheoir(i) an dalta sin.

Faoi **Alt 21 den Acht Oideachais (Leas), 2000**, caithfidh an scoil tinreamh nó neamhthinreamh na ndaltaí cláraithe a thaifeadadh ar gach lá scoile.

Faoi **Alt 28 den Acht Oideachais (Leas), 2000**, is ceadmhach don scoil Sonraí Pearsanta atá á gcoinneáil acu a sholáthar do fhorais áirithe fhorordaithe (An Roinn Oideachais ags Scileanna, Tusla, an Chomhairle Náisiúnta um Oideachas Speisialta agus scoileanna eile). Caithfidh an Bod Bainistíochta a bheith sásta go mbainfear úsáid as na sonraí ar "chúiseanna ábhartha" (a chuiimsíonn taifeadadh ar stair oideachais agus



oiliúna an duine nó monatóireacht ar an dul chun cinn oideachasúil nó oiliúna; nó chun taighde a dhéanamh ar scrúduithe, ar rannpháirtíocht san oideachas agus ar éifeacht ghinearálta an oideachais nó na hoiliúna)

Faoi ***Alt 14 den Acht um Oideachas do Dhaoine a bhfuil Riachtanais Speisialta Oideachais Acu, 2004***, is gá don scoil aon fhaisnéis atá á lorg ó am go chéile, ar bhealach réasúnta, ón gComhairle Náisiúnta um Oideachas Speisialta a sholáthar don Chomhairle (agus dá fostaithe, a chuimseodh ERSO).

Forálann ***An tAcht um Shaoráil Faisnéise 2014*** go bhfuil ceart áirithe ar rochtain ar fhaisnéis atá á coinneáil ag forais phoiblí nach gá di a bheith ina "sonrái pearsanta", mar atá leis an reachtaíocht um chosaint sonrái. Cé nach bhfuil móramh na scoileanna faoi réir na reachtaíochta um shaoráil faisnéise, (eisceacht is ea na scoileanna faoi threoir an Bhoird Oideachais ags Oiliúna), má tá an scoil tar éis faisnéis a sholáthar d'fhoras atá faoi réir an Acharta um Shaoráil Faisnéise (cosúil leis an Roinn Oideachais gas Scileanna srl.) d'fhéadfaí go roinntfeadh an foras sin na taifid dá ndéanfaí iarratas orthu.

Faoi ***Alt 26(4) den Acht Sláinte, 1947***, tabharfaidh an scoil gach áis réasúnta (áiseanna chun aimneacha agus seoltaí na ndaltaí atá ag freastal ar an scoill) don Údarás Sláinte atá tar éis iniúchadh sláinte a fhogairt uirthi m.sh. iniúchadh fiaclóireachta

Faoi ***Acht um Thús Áite do Leanaí 2015***, tá dualgas ar *dhaoine faoi shainordú* sna scoileanna imní faoi leas páistí a thuairisciú do TÚSLA – an Ghníomhaireacht um Leanaí agus an Teaghlach (nó i gcás eigeandála agus in éagais TÚSLA, don Gharda Síochána)

## GAOL LE SAINSPRID NA SCOILE:

Cuireann Scoil Oilibhéir romhainn:

- É a chur ar chumas na ndaltaí barr a gcumas a bhaint amach
- Timpeallacht foghlama slán sábhláit a sholáthar
- Meas a chothú ar éagsúlacht na luachanna, na gcreideamh, na dtraidisiún, na dteangacha, agus na modhanna maireachtála sa tsochaí

Tá sé mar aidhm againn é seo a bhaint amach agus meas á léiriú ar na cearta príobháideachais agus cosant sonrái ata ag na daltaí, na baill foirne, na tuismitheoirí/caomhnóirí agus iad eile a bhíonn ag plé linn. Is mian leis an scoil na haidhmeanna/na misin seo a bhaint amach agus meas iomlán a léiriú againn ar cearta daoine chun an phríobháideachais agus a gceart faoin reachtaíocht um Chosaint Sonrai.

## SONRAÍ PEARANTA

D'fhéadfaí go gcuimseodh na taifid atá ag an scoil na *sonrái pearsanta* seo a leanas:

### 1. ***Taifid na Foirne:***

#### a) *Catagóirí na Sonraí Foirne:*

Chomh maith le baill foirne atá ann chean féin (agus iarbhaill na foirne), d'fhéadfaí go mbainfeadh na taifid seo le hiarrthóirí ar phoist sa scoil, múinteoirí ar oiliúint agus múinteoir faoi phromhadh. D'fhéadfadh go gcuimseodh na taifid foirne seo:

- Ainm, seoladh, sonrái teaghmála, uimhir PSP.
- Ainm, sonrái teaghmála neasghaoil i gcás eigeandála.
- Taifid bhunaidh d'íarratas agus de cheapacháin do phoist freagrachta
- Sonrái de neamhláithreachtaí faofa (sos gairme, saoire tuismitheora, saoire staidéir, srl.)
- Sonrái an taifid oibre (cáilíochtaí, ranganna a múineadh, ábhair, srl.)
- Soraí aon timpiste/ghotú a bhain do bhall foirne ar láthair na scoile nó a raibh baint acu le comhlíonadh na ndualgas scoile
- Taifid ar aon tuairisci a rinne an scoil (nó a cuid fostaithe) maidir le ball foirne do Ranna Stáit agus/nó d'aon ghníomhaireacht eile faoin Acht um Thús Áite do Leanaí 2015

#### b) *Cúiseanna:*

Coinnítear taifid foirne ar na cúiseanna seo a leanas:

- Bainistíocht agus riadarbh ghnó na scoile (faoi láthair agus amach anseo)
- Éascú a dhéanamh ar íocaíocht na foirne agus chun leasa/teidlíochtaí eile (seirbhís ináirithe chun íocaíochtaí pinsin, teidlíochtaí agus/nó íocaíochtaí iomarcaíochta a áireamh, nuair is cuí)



- Éascú a dhéanamh ar íocaíocht pinsin amach anseo
- Bainistíocht ar acmhainní daonna
- Ardaithe Céime a thaifeadadh (caipéisíocht a bhaineann le hiarratais ar adú céime) agus athruithe sna freagrachtaí, srl.
- Le cur ar chumas na scoile a cuid oibleagáidí mar fhostaithe a chomhlíonadh, caomhnú timpeallachta sábhalte, éifeachtúile don obair agus don mhúineadh san áireamh, (comhlíonadh na bhfreagrachtaí faoin Acht um Shábháilte, Sláinte agus Leasa ag an Obair 2005 san áireamh)
- Le cur ar chumas na scoile na riachtanais, atá leagtha síos ag an Roinn Oideachais, ag TÚSLA, ag na Coimisinéirí Ioncaim, ag an gComhairle Náisiúnta um Oideachas Speisialta , ag an bhFSS, agus ag aon roinn nó ghníomhaireacht eile rialtais, reachtúil agus/nó rialála, a chomhlíonadh
- Chun cloí le reachtaíocht ábhartha don scoil.

c) *Súiomhanna agus Nósanna Imeachta Slándála Scoil Oilibhéir:*

- a. Coinnítear taifid laimhe i gcófraí comhaid slána faoi għlas in oīfig riarachán faoi għlas nach mbionn fāl orthu ach ag daoine údaraithe chun a sonraí a úsāid. Caithfidh fostaithe rūndacht na sonraí a bhfuil rochtain acu oħru a chaomhnú.
- b. Stóraltar taifid dhigiteacha ar ríomhairí faoi chosaint phasfħocail in oīfig faoi għlas. Bionn an t-aláram buirgléreachta ar lasadh lasmuigh d'uareanta scoile.
- c. I gcás éigeandála, d'fhéadfaí go mbeadh ar na münteoirí ríomhaire na scoile a thogħil abhaile leo. Sa chás seo, ní fhagfaidh an ríomhaire an teach

## 2. Taifid na nDaltaí:

a) *Catagóirí Sonrai na nDaltaí:*

D'fhéadfaí go gcuimseodh siad seo:

- Faisnéis a lorgófaí agus a thaifeadfaí ag am rollaithe agus d'fhéadfaí go gcuirfí i dtoll a cheile iad le linn tréimhse an dalta sa scoil. D'fhéadfaí go gcuimseodh na taifid seo:
  - Ainm, seoladh agus sonraí teagmhála, uimhir PSP
  - Dáta breithe agus áit bhreithe
  - Ainmneacha agus seoltaí na dtuismitheoirí/gcaomhnóirí agus a gcuid sonraí teagmhála (aon socruthe speisialta maidir le caomhnóireacht, cúram, nó rochtain san áireamh)
  - Creideamh reiligiúnda
  - Bunadh cinioch nó eitneach
  - Más sealbhóir cárta leighis iad (nó a dtuismitheoirí)
  - Más é an Béarla máthairtheanga an dalta agus/nó má tá tacaíocht ón dalta le Béarla
  - Aon choinníollacha speisialta ábhartha (m.sh. riachtanais speisialta oideachais, deacrachtaí sláinte, srl.) a bheadh tābhachtach
- Faisnéis ar an taifead acadúil roimhe seo (tuairiscí, tagairtí measúnnuithe agus taifid eile) ó scoileanna ar a fhreastail an dalta roimhe seo
- Measúnnuithe siceolaíochta, síciatracha agus/nó leighis
- Taifid ar an tinreamh
- Déantar grianghraif agus íomhanna taifeadta de na daltaí (ócaídí scoile agus ag aithint gaiscí san áireamh) a bhainistiú ar bhealach a chloíonn leis an bPolasaí um Ghrianghrrafadóireacht Sciole.
- Taifead Acadúil – na hábhair ar a ndearnadh staidéar, tográi ranga, tortħái scrúdaithe mar a thaifeadadh ar na tuairiscí ofigiúla scoile
- Taifid ar ghaiscí suntasacha
- Taifid ar chásanna/fhiosrúcháin smachta agus/nó na smachtbhannaí a gearradh
- Taifid eile m.sh. taifid ar aon għortú dairíre/timpistí srl. (Nóta: Moltar go gcuireann ball foirne na tuismitheoirí ar an eolas go bhfuil eachtra ar leith á thaifeadadh).
- Taifid ar aon tuairisc atá déanta ag an scoil (nó ag a fostaithe) chuig Ranna Stáit agus/nó aon għnīomhaireacht eile faoin Acht um Thús Āite do Leanaí 2015.

b) *Cúiseanna: Cuimsónn an chūis le coinneáil thaifid na ndaltaí:*

- Le cur ar chumas gach dalta barr a c(h)umas a bhaint amach
- Le riachtanais reachtúla nó riarachán a chomhlíonadh
- Le ciṇtiú gur féidir le daltaí inchálithe leas a bhaint as na tacaíochtaí breise ábhartha münteoireachta nó airgeadais
- Le tacu le soláthar na hoiliúna reiligiúnda



- Le gur féidir teagmháil a dhéanamh leis na tuismitheoirí/caomhóirí i gcás éigeandála nó i gcás dhúnadh na scoile, nó chun tuismitheoirí a chur ar an eolas faoi dhul chun cinn oideachais a bpáiste nó chun tuismitheoirí a chur ar an eolas faoi imeachtaí scoile srl.
- Le freastal ar riachtanais oideachais, shóisialta, fhisiciúil, agus mhothúchanach an dalta
- Tógtar grianghraif de na daltaí chun gaiscí scoile a cheiliúradh, m.sh. leabhar bliana a chur le chéile, suíomh idirlín a bhunú, imeachtaí scoile a thaifeadadh, agus chun stair na scoile a thaifeadadh. Tógtar agus úsáidtear na taifid seo de réir an *Pholasáí um Ghrianghrafadóireacht Scoile agus an Ráitis um Pholasáí um Phríobháideachas don Suíomh Idirlín Scoile'*.
- Le cinntíú go gcomhlíonann an dalta criteír iontrála na scoile
- Le cinntíú go gcomhlíonann na daltaí na riachtanais faoin aois íosta le freastal ar an mbunscoil.
- Le cáipéisíocht/faisnéis faoin dalta a sholáthar don Roinn Oideachais agus Scileanna, don Chomhairle Náisiúnta um Oideachas Speisialta, do TUSLA, agus do scoileanna eile, srl. ag comhlíonadh an dlí agus na dtreoracha atá eisithe ag na Ranna Rialtais
- Le cáipéisíocht/faisnéis/teistiméireachtaí a sholathar d'institiúidí oideachais dara leibhéal nuair a iarrann dalta (nó a dtuismitheoirí/gcaomhnóirí i gcás dalta nach bhfuil 18 mbliana d'aois).

c) (*Suíomhanna agus Nósanna Imeachta Slándála mar atá thuas*):

## 3. Taifid an Bhoird Bhainistíochta:

### a) *Cataógóirí Sonrai an Bhoird Bhainistíochta:*

- Ainm, seoladh, sonraí teagmhála do gach Ball an Bhoird Bhainistíochta (iarbháill an Bhoird Bhainistíochta san áireamh)
- Taifid a bhaineann le ceapacháin chun an Bhoird
- Miontuairiscí na gcrúinnithe Boird Bhainistíochtas agus comhfhereagras leis an mBord a dhéanann tagairt do dhaoine aonair.

### b) *Cúiseanna:*

Le cur ar chumas an Bhoird Bhainistíochta feidhmiú de réir an Achta um Oideachas 1998 agus de réir reachtaíochta eile ábhartha agus chun taifid a choinneáil ar cheapacháin chun an Bhoird agus ar chinntí.

c) (*Suíomhanna agus Nósanna Imeachta Slándála mar atá thuas*):

## 4. Taifid Eile: Creidiúnaithe

### a) *Catagóirí Sonrai an Bhoird Bhainistíochta:*

D'fhéadfadh an scoil an fhaisnéis seo a leanas a choinneáil faoi chreidiúnaithe (cuid acu atá ina ndaoine féinhostaithe):

- Ainm
- Seoladh
- Sonraí teagmhála
- Uimhir PSP
- Sonraí Cánacha
- Sonraí Bainc
- Méid Íochta

### b) *Cúiseanna: Na cúiseanna le taifid na gCrediúnaithe a choinneáil ná:*

Tá an fhaisnéis seo riachtanach chun ghnáthbhainistíocht agus riarrachán a dhéanamh ar chúrsaí airgeadais na scoile, ina gcuimsítear íocaíocht sonrasc, cur le chéile na gcuntas aigeadais bliantúil, agus cloí le hiniúchadh agus le fiosrúcháin na gCoimisinéirí Ioncaim.

c) (*Suíomhanna agus Nósanna Imeachta Slándála mar atá thuas*):

## 5. Taifid Eile: Foirmeacha Cáin-ar-ais na Carthanachta

### a) *Catagóirí sonraí an Bhoird Bhainistíochta:*

D'fhéadfadh an Scoil na sonraí seo a leanas maidir le deontóirí atá tar éis tabhartais charthanachta a dhéanamh leis an scoil:

- Ainm
- Seoladh
- Sonraí teagmhála
- Uimhir PSP



- Ráta Cánoch
- Síniú
- Méid chomhlán an tabhartais roimh cháin.

**b) Cúiseanna: Na cúiseanna ar a gcoinnítear taifid na nDeonteoírí Carthanachta ná:**

Tá scoileanna i dteideal leas a bhaint as scéim don fhaoiseamh cánach do thabhartais airgid a fhraigheann siad. Chun an fhaoiseamh a fháil, caithfidh an deontóir teastas (CHY2) a lónadh agus é a chur chuig an scoil le ligean dóibh méid chomhlán na cánach a bhaineann leis an tabhartais a fháil ar ais. 'Sí an fhaisnéis a a iarrtar ar an teastas cuí ná ainm an tuismitheora, seoladh an tuismitheora, uimhir PSP an tuismitheora, ráta canach an tuismitheora, uimhir ghutháin an tuismitheora, síniú an tuismitheora agus méid chomhlán an tabhartais. Coinníonn an scoil é seo i gcás iniúchta ag na Coimisinéirí Ioncaim.

**c) (Suíomhanna agus Nósanna Imeachta Slándála mar atá thuas):**

## TAIFEADTAÍ/ÍOMHÁNNA TCI-

Tá TCI curtha isteach i Scoil Oilibhéir.

---- Tá ceamaraí curtha isteach lasmuigh

- Ag an bríomhdhoras
- Ar an gclós lasmuigh de Rang a Sé,
- Ar an gceantar os comhair an bhotháin
- Ar sheastán na rothar
- Ar an gcosán taobhthiar den halla
- Ar an gcúinne lasmuigh de Rang a hAon
- Lasmuigh de shomeraí na Naíonán Beag
- An píosa lasmuigh d'oifig an phríomhoide.
- Níl ceamaraí laistigh

D'fhéadfai go ndéanfadh na córais TCI taifeadadh ar bhaill foirne, ar dhaltaí agus ar bhaill an phobail a thagann ar cuairt ar an scoil.

Tá an stáisiún radhairc in oifig an phríomhoide.

**Cúiseanna:**

Sábháilteacht agus slándáil na foirne, na ndaltaí agus na gcuairteoirí a chinntíú agus chun maoin agus trealamh na scoile a chaomhnú.

**Slándáil:**

Níl rochtain ach ag Príomhoide nó Príomhoide Tánaisteach na scoile ar íomhánna/taifeadtaí. Coinnítear taifeadtaí ar feadh 28 lá, ach amháin sa chás go bhfuil siad ag teastáil chun eachtra a fhiosrú. Is féidir íomhánna/taifeadtaí a chur ar fáil don Gharda Síochána de bhun reachtaíocht na nAchtanna um Chosaint Sonrai.

## TORTHAÍ SCRÚDUITHE

Coinneoidh an scoil sonraí faoi thorthaí scúduithena a daltaí. Cuimsíonn siad seo torthaí an ranga, an mheántearma, na bliana, na measúnuithe leanúnacha agus torthaí na dtrialacha caighdeánaithe

**Cúiseanna:**

An phríomhchúis leis na torthaí scrúduithe seo ná monatóireacht a dhéanamh ar dhul chun cinn oideachasúil an dalta agus chun bunús iontaofa a bheith ag an múinteoir chun comhairle cheart a chur ar dhaltaí agus ar a dtuismitheoirí faoi leibhéal ghnóthachtála oideachasúla agus chun moltaí a dhéanamh faoin todhchaí. D'fhéadfai go gcuirfi na sonraí le chéile ar son cúiseanna staidrimh/tuairiscithe, ar nós táblaí na dtorthaí. D'fhéadfai go n-aistreofar na sonaí chuig an Róinn Oideachais ags Scileanna, chuig an gComhairle Náisiúnta Curaclaim agus Measúnachta agus chuig scoileanna eile a n-aistríonn daltaí chucu.

**Suíomhanna agus Nósanna Imeachta Slándála**

Mar atá thuas

## NAISC LE POLASAITHE EILE AGUS LE SEACHADADH AN CHURACLAIM



Caithfidh ár bpolasaithe scoile teacht le chéile, lasitigh de chreat iomlán an Phlean Scoile. Déanfar scrúdú ar na polasaithe ábhartha atá ann cheana féin, nó atá á bhforbairt nó faoi athbhreithniú, maidir leis an bPolasaí um Chosaint Sonrai agus tabharfar aghaidh ar aon impleachtaí dóibh.

D'fhéadfaí go bhféachfar ar na polasaithe seo a leanas:

- Bunachar Sonrai ar líne do bhunscoileanna (POD): Bailiú na sonrai chun bunachar na ndaltaí ar líne na Roinne Oideachais agus Scileanna a chomhlíonadh
- Nósanna Imeachta um Chosaint Leanaí
- Nósanna Imeachta Friththromaíochta
- Cód Iompair
- Polasaí um Rollú
- Polasaí um Úsáid Inghlactha don TFI
- Polasaí um Riachtanais Speisialta Oideachais
- Polasaí um Theagmhas Criticiúil
- Polasaí um Thinreamh

## PRÓISEÁIL A THAGANN LE CEARTA NA NDAOINE IS ÁBHAIR DO NA SONRAÍ

Déanfar sonrai sa scoil seo a phróiseáil ar bhealach a thagann le cearta an duien is ábhar do na sonraí. Tá sé de cheart ag duine:

- A bheith ar an eolas faoi na sonraí atá á gcoinneáil ag an scoil fúthu
- Iarratas rochtana a dhéanamh ar aon sonrai atá á gcoinneáil ag an Rialaitheoir Sonrai fúthu
- Cosc a chur ar phróiseáil a gcuid sonrai do chuíseanna na margáiochta díri
- Iarratas a dhéanamh sonrai míchruinne a chur ina gceart
- Iarratas a dhéanamh sonrai a léirsriosadh nuair nach bhfuil siad riachtanach ná ábhartha thuilleadh.

### Próiseálaithe Sonrai

Ma dhéanann an scoil sonrai a sheachfhoinsiu chuig Próiseálaithe Sonrai seachtracha, tá ceanglas dlí orthu conradh scríofa a bheith acu. (*Comhaontú Seirbhise Scríofa Tríú Páirtí*). Sonraíonn Comhaontú Seirbhise Scríofa Tríú Páirtí Scoil Oilibhéir na coinníollacha faoinar féidir próiseáil a dhéanamh ar na sonraí, na coinníollacha slándála a bhaineann le próiseáil na sonrai agus gur gá na sonraí a léirsriosadh nó iad a fhilleadh ar an scoil ag deireadh nó críoch an chonartha.

### Úsáid an Chórás Aladdin

Ar na cuideachtaí seirbhise TF a úsáidimid tá Cloudware Limited (Scoileanna Aladdin) ("Aladdin"). Próiseálann Aladdin sonrai pearsanta thar ceann na scoile chun córas faisnéise bainistíochta ar líne a sholáthar.

Is é Antón Ó Cléirigh duine idirchaidrimh na scoileanna le haghaidh aon fhiosruithe a bhaineann le húsáid chórás Aladdin

Ba chóir d'aon duine a bhfuil ainm úsáideora agus pasfhocal ar fáil dó agus atá údaraithe ag an scoil an córas Aladdin a úsáid cloí leis na nithe seo a leanas agus a bheith ar an eolas fúthu:

- d'fhéadfaí cearta rochtana éagsúla a leithdháileadh ar úsáideoirí ar chórás Aladdin. Is é an scoil amháin a shocraíonn na cearta rochtana. Má tá aon immí ort faoi na cearta rochtana atá agat, déan teaghmháil le do thoil le teaghmháil scoile Aladdin;
- déantar logáil ar roinnt gníomhartha a dhéanann an t-úsáideoir agus córas Aladdin á úsáid agus curtha ar fáil don scoil;
- cuitear ainm úsáideora uathúil agus pasfhocal ar fáil do gach úsáideoir. Ba cheart d'úsáideoirí a n-ainm úsáideora agus a bhfocal faire a choinneáil faoi rún agus níor chóir dóibh é a nochtadh d'aon duine nó cead a thabhairt d'aon duine rochtain a fháil ar an gcóras ag baint úsáide as a n-ainm úsáideora agus a bhfocal faire;
- níor cheart córas Aladdin a úsáid ach chun críocha gníomhaíochtaí riarracháin scoile inmheánacha a bhainistiú agus ní chun críche ar bith eile. Níor chóir rochtain a fháil ar chórás Aladdin i gcás go bhfuil seasamh na n-úsáideoirí ar fionraí nó i bhfoirceannadh na scoile. Tá an scoil freagrach as a chinntíú go bhfuil rochtain ar chórás Aladdin d'úsáideoirí a bhfuil foirceannadh nó úsáideoirí ar fionraí faoi mhíchumas;



- ba chóir do gach úsáideoir a chinntí go bhfuil siad eolach ar chóras Aladdin sula n-úsáidtear iad. Ba chóir gach ceist a chur ar aghaidh chuig duine idirchaidrimh Aladdin atá luaite thuas;
- ba chóir don úsáideoir fógra a thabhairt don duine idirchaidrimh Aladdin i gcás mí-úsáid nó cailliúint a n-ainm úsáideora agus a pasfhocal;
- níor chóir don úsáideoir logáil isteach ach i gcóras Aladdin nuair a bhíonn sé i dtimpeallacht shlán neamhphoiblí, e.e. scoil nó baile an úsáideora;
- ba cheart don úsáideoir an córas Aladdin a shíniú nó a ngléas a chur faoi ghlás nuair a fhágann sé an gléas gan duine;
- níor cheart córas Aladdin a úsáid chun déileáil le cásanna éigeandála agus níor cheart brath air le linn na tréimhse sin;
- tá na húsáideoirí freagrach as a chinntí go bhfuil gach cumarsáid a sheoltar chuig tuismitheoirí nó caomhnóirí ag baint úsáide as córas Aladdin cruinn agus go gcuirtear iad chuig tuismitheoirí / caomhnóirí a bhfuil toiliú agus sonraí teagmhála cuí agus cothrom le dáta ag an scoil dóibh;
- roimh gach cumarsáid, ba chóir d'úsáideoirí dul i gcomhairle le bunachar sonraí na scoile chun a fháil amach cé na tuismitheoirí nó caomhnóirí a thoiligh go rachfar i dteagháil leo;
- níor cheart rochtain a fháil ar chóras Aladdin trí líonra neamhghnách nó nasc idirlín. Má tá amhras ort, ba chóir don úsáideoir fanacht go dtí timpeallacht slán sula dtéann sé ar chóras Aladdin;
- níor cheart an fhaisnéis atá ar fáil trí chóras Aladdin a phriontáil nó a shábháil ar fheiste leictreonach ach amháin nuair is gá sin go hiomlán. Ba cheart caitheamh le haon chóip chrua nó comhaid leictreonacha a eascraíonn ó chóras Aladdin de réir fhorálacha ábhartha an pholasaí seo; agus
- d'fhéadfadh sé go mbeadh úsáideoirí in ann rochtain a fháil ar shuíomhanna gréasáin soláthraithe seirbhise tríú páirtí eile agus iad ag teacht ar chóras Aladdin. Nuair a fhaigheann an t-úsáideoir rochtain ar shuíomh gréasáin tríú páirtí ó chóras Aladdin tá siad ag fágáil chóras Aladdin agus ba chóir dícheall cuí a dhéanamh sula roinntear aon sonraí pearsanta leis an tríú páirtí sin. Ba chóir teagháil a dhéanamh le duine idirchaidrimh Aladdin má tá aon amhras ar an úsáideoir.

Le haghaidh tuilleadh eolais faoi Aladdin téigh chuig: <https://www.aladdin.ie/>

### **Google Classroom**

Tá Fógra Príobháideachais *G Suite for Education*, faoina dtiteann *Google Classroom* in Agusín 1 ag bun na cáipeise seo. Tugtar faoi deara nach mbíonn an cumas r-phost a chur nó a fháil ar fáil do na páistí. Ní bhíonn ar fáil ag Google ach ainm an pháiste, Ainm Úsáideora don pháiste, pasfhocal an chuntais agus r-phost a dtuismitheora/chaomhnóra agus uimhir ghutháin dá dtuismitheora/gcaomhnóra

### **Sárú ar Sonraí Pearsanta**

Is gá don priomhoide, thar ceann an Bhoird Bhainistíochta, aon eachtra ina gcuirtear sonraí pearsanta i mbaol a thuairisciú d'Oifig an Chomiseirí Cosanta Sonraí lasitigh de 72 uair an chloig.

Nuair is dócha go mbeidh ardphriacal ar chearta agus ar shaoirsí daoine aiceanta mar thoradh ar an sárú, caithfidh an Bord Bainistíochta an duine is ábhar do na sonraí a chur ar an eolas faoin sárú ar na sonraí pearsanta gan mhoill

Má tá Próiseálaí Sonraí ar an eolas faoi shárú ar shonraí peasanta, caithfdih sé/sí é a chur faoi bhráid an Rialaitheora Sonraí (an Bord Bainistíochta) gan mhoill.

### **Plé le hIarratas Rochtana ar Shonrai**

Tá daoine i dteideal cóip dá sonraí pearsanta ar iarratas scríofa.

Is gá feagra a thabhairt ar an iarratas lasitigh de mhí amháin. D'fhéadfaí go mbeadh síneadh ama ag teastáil m.sh. le linn na laethanta saoire



Ní féidir aon táille a ghearradh ach amháin i gcúinsí eisceachtúla nuair atá na hiarratais atriallacht, go soiléir gan bhunús nó iomarcach.

Ní féidir aon sonraí pearsanta a sholathar a bhaineann le duine eile nach iad an duine ia ábhar do na sonraí.

## **SOLÁTHAR FAISNÉISE AR AN NGUTHÁN**

Ba cheart d'fhostaí atá ag plé le fiosrúcháin ghutháin a bhieth an-chúramach faoi fhaisnéis phearsanta atá ag an scoil a nochtadh ar an nguthán. Ba cheart don fhostaí na rudaí seo thíos a dhéanamh ach go háirithe:

- Iarr ar an duine an t-iarratas chur i scríbhinn
- Cuir an t-iarratas ar aghaidh chuig an bpriomhoide le haghaidh cúnaimh i gcásanna deacra
- Ná mothaigh go gcaithfear faisnéis phearsanta a nochtadh

## **SOCRUITHE DON CHUR I BHFEIDHM, RÓIL AGUS FREAGRACHTAÍ**

'Sé an Bord Bainistíochta an Rialaitheoir Sonraí agu cuireann an Príomhoide an Polasaí um Chosaint Soraí i bhfeidhm, a chinntíonn go bhfuil baill foirne, a bhíonn ag láimhseáil, nó ag rochtain ar, na *Sonraí Pearsanta*, ar an eolas faoina bhfreagrachtaí um Chosaint Sonraí

Tá na daoine seo a leanas feagrach as cur i bfheidhm an Pholasaí seo um Chosaint Sonraí:

Ainm	Freagracht
Bord Bainistíochta:	Rialaitheoir na Sonraí
Príomhoide:	Cur i bfheidhm an Pholasaí

## **FAOMHADH AGUS CUMARSÁID**

Faofa ag an mBord Bainistíochta ar 7 Deireadh Fómhair agus sínithe ag an gCathaoirleach. Tá an faomhadh taifeadta ag an Rúnaí i Miontuairiscí an chuinnithe.

## **MONATÓIREACHT AR CHUR I BHFEIDHM AN PHOLASAÍ**

Déanfaidh an príomhoide, an fhoireann agus an Bord Bainistíochta monatóireacht ar chur i bhfeidhm an pholasaí seo. Déanfar athbhreithniú air go bliantúil tar éis don phríomhodhie tuarascáila dhéanamh air agus tar éis glacadh le moltaí dleathacha agus dea-chleachtas reatha curtha san áireamh.

## **ATHBHREITHNIÚ AGUS MEASÚNÚ AR AN BPOLASAÍ**

Déanfar athbhreithniú agus measúnú ar an bpoldasaí seo tar éis dhá bhliana. Agus an t-athbhreithniú agus an measúnú leanúnach a siúl, tabharfar suntas don eolas agus do na treoirlínte is nuaí (m.sh. ón gCoimisinéir Cosanta Sonraí, ón Roinn Oideachais agus Scileanna nó ó TÚSLA), don reachtaíocht agus don aiseolas ó thuismitheoirí/chaomhnóirí, ó dhaltaí, ó bhaill foirne na scoile agus ó dhaoine eile. Déanfar an polasaí seo a leasú más gá i gcomhthéacs an athbhreithnithe agus an mheasúnaithe agus lasitigh den chreat pleánala scoile.

Sínithe:   
Thar ceann an Bhoird Bhainistíochta

Dáta faofa: 9.11.2020



## INTRODUCTORY STATEMENT

The school's Data Protection Policy applies to the **personal data** held by the school's Board of Management (BoM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Protection Regulation (GDPR).

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school.

Scoil Oilibhéir operates a "**Privacy by Design**" method in relation to Data Protection. This means we plan carefully when gathering personal data so that we build in the **data protection principles** as integral elements of all data operations in advance. We audit the personal data we hold in order to:

5. be able to provide access to individuals to their data;
6. ensure it is held securely;
7. document our data protection procedures; and
8. enhance accountability and transparency.

## DATA PROTECTION PRINCIPLES

The school BoM is a *data controller* of *personal data* relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the BoM is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR, which can be summarised as follows:

### 1. Obtain and process Personal Data fairly

Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students, etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly.

### 2. Consent

Where consent is the basis for provision of personal data, (e.g. data required to join sports team/ after-school activity or any other optional school activity) the consent must be a freely-given, specific, informed and unambiguous indication of the data subject's wishes. Scoil Oilibhéir will require a clear, affirmative action e.g. ticking of a box/signing a document to indicate consent. Consent can be withdrawn by data subjects in these situations.

### 3. Keep it only for one or more specified and explicit lawful purposes

The BoM will inform individuals of the reasons they collect their data and the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times.

### 4. Process it only in ways compatible with the purposes for which it was given initially

Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a 'need to know' basis, and access to it will be strictly controlled.

### 5. Keep Personal Data safe and secure

Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored under lock and key in the case of manual records and protected with computer software and password protection in the case of electronically stored data. Portable devices storing personal data (such as laptops) are encrypted and password-protected.

### 6. Keep Personal Data accurate, complete and up-to-date

Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. Records will not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change.

### 7. Ensure that it is adequate, relevant and not excessive

Only the necessary amount of information required to provide an adequate service will be gathered and stored.



### 8. Retain it no longer than is necessary for the specified purpose or purposes for which it was given

As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and/or defending a claim under employment legislation and/or contract and/or civil law. See [School Record Retention](#) table

### 9. Provide a copy of their personal data to any individual on request

Individuals have a right to know and have access to a copy of personal data held about them, by whom, and the purpose for which it is held.

## SCOPE

The Data Protection legislation applies to the keeping and processing of *Personal Data*. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to School staff, and to inform staff, students and their parents/guardians how their data will be treated.

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their *Personal Data* in the course of their dealings with the school.

### Definition of Data Protection Terms

In order to properly understand the school's obligations, there are some key terms, which should be understood by all relevant school staff:

**Personal Data** means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (BoM)

**Data Controller** is the Board of Management of the school

**Data Subject** - is an individual who is the subject of personal data

**Data Processing** - performing any operation or set of operations on data, including:

- Obtaining, recording or keeping the data,
- Collecting, organising, storing, altering or adapting the data
- Retrieving, consulting or using the data
- Disclosing the data by transmitting, disseminating or otherwise making it available
- Aligning, combining, blocking, erasing or destroying the data

**Data Processor** - a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work. The Data Protection legislation places responsibilities on such entities in relation to their processing of the data. *Aladdin* is an example of this in the context of Scoil Oilibhéir.

**Special categories of Personal Data** refers to *Personal Data* regarding a person's

- racial or ethnic origin
- political opinions or religious or philosophical beliefs
- physical or mental health
- sexual life and sexual orientation
- genetic and biometric data
- criminal convictions or the alleged commission of an offence
- trade union membership

**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. This means any compromise or loss of personal data, no matter how or where it occurs



## RATIONALE

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts 1988 to 2018 and the GDPR.

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the Principal and Board of Management to make decisions in respect of the efficient running of the School. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and Board of Management.

## OTHER LEGAL OBLIGATIONS

Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection. **For example:**

Under **Section 9(g) of the Education Act, 1998**, the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education.

Under **Section 20 of the Education (Welfare) Act, 2000**, the school must maintain a register of all students attending the School.

Under **Section 20(5) of the Education (Welfare) Act, 2000**, a Principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the Principal of another school to which a student is transferring. Scoil Oilibhéir sends, by post, a copy of a child's *Passport*, as provided by the National Council for Curriculum and Assessment, to the Principal of the Post-Primary School in which the pupil has been enrolled.

Where reports on pupils which have been completed by professionals, apart from Scoil Oilibhéir staff, are included in current pupil files, such reports are only passed to the Post-Primary school following express written permission having been sought and received from the parents of the said pupils.

Under **Section 21 of the Education (Welfare) Act, 2000**, the school must record the attendance or non-attendance of students registered at the school on each school day.

Under **Section 28 of the Education (Welfare) Act, 2000**, the School may supply *Personal Data* kept by it to certain prescribed bodies (the Department of Education and Skills, Tusla, the National Council for Special Education and other schools). The BoM must be satisfied that it will be used for a 'relevant purpose' (which includes recording a person's educational or training history or monitoring their educational or training progress; or for carrying out research into examinations, participation in education and the general effectiveness of education or training).

Under **Section 14 of the Education for Persons with Special Educational Needs Act, 2004**, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers) such information as the Council may from time to time reasonably request.

The **Freedom of Information Act 2014** provides a qualified right to access to information held by public bodies which does not necessarily have to be "personal data", as with data protection legislation. While most schools are not currently subject to freedom of information legislation, (with the exception of schools under the direction of Education and Training Boards), if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed by that body if a request is made to that body.

Under **Section 26(4) of the Health Act, 1947** a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection.

Under **Children First Act 2015**, mandated persons in schools have responsibilities to report child welfare concerns to TUSLA- Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána).

## RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL:

Scoil Oilibhéir seeks to:



- enable students to develop their full potential;
  - provide a safe and secure environment for learning;
  - promote respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
- We aim to achieve these goals while respecting the privacy and data protection rights of students, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals' rights to privacy and rights under the Data Protection legislation.

## PERSONAL DATA

The *Personal Data* records held by the school **may** include:

### **1. Staff records:**

#### **d) Categories of staff data:**

As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation. These staff records may include:

- Name, address and contact details, PPS number.
- Name and contact details of next-of-kin in case of emergency.
- Original records of application and appointment to promotion posts
- Details of approved absences (career breaks, parental leave, study leave, etc.)
- Details of work record (qualifications, classes taught, subjects, etc.)
- Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under Children First Act 2015

#### **e) Purposes:**

Staff records are kept for the purposes of:

- the management and administration of school business (now and in the future)
- 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)
- to facilitate pension payments in the future
- human resources management
- recording promotions made (documentation relating to promotions applied for) and changes in responsibilities, etc.
- to enable the school 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)
- to enable the school 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
- and for compliance with legislation relevant to the school.

#### **f) Location and Security procedures of Scoil Oilibhéir**

- a. Manual records are kept in a secure, locked filing cabinet in a locked administration office only accessible to personnel who are authorised to use the data. Employees are required to maintain the confidentiality of any data to which they have access.
- b. Digital records are stored on password-protected computers in a locked office. The school has the burglar alarm activated during out-of-school hours. In exceptional cases these laptops may be taken home by teachers, these computers will not leave the house during this time.

### **2. Student records:**

#### **d) Categories of student data:**

These may include:

- Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:
  - name, address and contact details, PPS number
  - date and place of birth



- names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
- religious belief
- racial or ethnic origin
- whether they (or their parents) are medical card holders
- whether English is the student's first language and/or whether the student requires English language support
- any relevant special conditions (e.g. special educational needs, health issues, etc.) which may apply
- Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student)
- Psychological, psychiatric and/or medical assessments
- Attendance records
- Photographs and recorded images of students (including at school events and notable achievements) are managed in line with the accompanying policy on school photography.
- Academic record – subjects studied, class assignments, examination results as recorded on official School reports
- Records of significant achievements
- Records of disciplinary issues/investigations and/or sanctions imposed
- Other records e.g. records of any serious injuries/accidents, etc. (Note: it is advisable that staff inform parents that a particular incident is being recorded).
- Records of any reports the school (or its employees) have made in respect of the student to State Departments and/or other agencies under Children First Act 2015.

e) *Purposes: The purposes for keeping student records include:*

- to enable each student to develop to his/her full potential
- to comply with legislative or administrative requirements
- to ensure that eligible students can benefit from the relevant additional teaching or financial supports
- to support the provision of religious instruction
- to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events, etc.
- to meet the educational, social, physical and emotional requirements of the student
- photographs and recorded images of students are taken to celebrate school achievements, e.g. compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the 'School Photography Policy' and 'School Website Privacy Statement'.
- to ensure that the student meets the school's admission criteria
- to ensure that students meet the minimum age requirement for attendance at Primary School.
- to furnish documentation/information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other schools, etc. in compliance with law and directions issued by government departments
- to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/references to second-level educational institutions.

f) *(Location and Security procedures as above):*

**3. Board of Management records:**

d) *Categories of Board of Management data:*

- Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)
- Records in relation to appointments to the Board
- Minutes of Board of Management meetings and correspondence to the Board which may include references to individuals.

e) *Purposes:*

To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of Board appointments and decisions.

f) *(Location and Security procedures as above):*

**4. Other Records: Creditors****b) Categories of Board of Management data:**

The school may hold some or all of the following information about creditors (some of whom are self-employed individuals):

- name
- address
- contact details
- PPS number
- tax details
- bank details and
- amount paid

**c) Purposes: The purposes for keeping creditor records are:**

This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

**d) (Location and Security procedures as above):****5. Other Records: Charity Tax-back Forms****b) Categories of Board of Management data:**

The school may hold the following data in relation to donors who have made charitable donations to the school:

- name
- address
- telephone number
- PPS number
- tax rate
- signature and
- the gross amount of the donation.

**c) Purposes: The purposes for keeping creditor records are:**

Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the donor's name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. This is retained by the School in the event of audit by the Revenue Commissioners.

**d) (Location and Security procedures as above):****CCTV IMAGES/RECORDINGS-**

CCTV is installed in Scoil Oilibhéir - cameras are installed externally covering;

- The front door
- The yard in front of Rang a Sé,
- The area in front of prefab
- The bike stand
- The footpath behind the hall
- The corner or Rang a hAon
- The patio in front of Naónáin Bheaga
- The patio outside of Principal's Office.
- No recording takes place inside the building

These CCTV systems may record images of staff, students and members of the public who visit the premises. The viewing station is in the Principal's office,

**Purposes:**

Safety and security of staff, students and visitors and to safeguard school property and equipment.

**Security:**

Access to images/recordings is restricted to the Principal and Deputy Principal of the school. Recordings are retained for 28 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána pursuant to Data Protection Acts legislation.



## EXAMINATION RESULTS

The school will hold data comprising examination results in respect of its students. These include class, mid-term, annual and continuous assessment results and the results of Standardised Tests.

### **Purposes:**

The main purpose for which these examination results are held is to monitor a student's progress and to provide a sound basis for advising them and their parents or guardian about educational attainment levels and recommendations for the future. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and other schools to which pupils move.

### **Location and Security procedures**

In locked Store room

## LINKS TO OTHER POLICIES AND TO CURRICULUM DELIVERY

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the *Data Protection Policy* and any implications which it has for them shall be addressed.

The following policies may be among those considered:

- Pupil Online Database (POD): Collection of the data for the purposes of complying with the Department of Education and Skills' pupil online database.
- Child Protection Procedures
- Anti-Bullying Procedures
- Code of Behaviour
- Enrolment Policy
- ICT Acceptable Usage Policy
- Special Educational Needs Policy
- ical Incident Policy
- Attendance Policy

## PROCESSING IN LINE WITH A DATA SUBJECT'S RIGHTS

Data in Scoil Oilibhéir will be processed in line with the data subject's rights. Data subjects have a right to:

- Know what personal data the school is keeping on them;
- Request access to *any data* held about them by a data controller;
- Prevent the processing of their data for direct-marketing purposes;
- Ask to have inaccurate data amended;
- Ask to have data erased once it is no longer necessary or irrelevant.

### **Data Processors**

Where the school outsources to a data processor off-site, it is required by law to have a written contract in place (*Written Third party service agreement*). Scoil Oilibhéir's service agreement with Aladdin specifies the conditions under which the data may be processed, the security conditions attaching to the processing of the data and that the data must be deleted or returned upon completion or termination of the contract.

One of the IT service companies that we use includes Cloudware Limited (T/A Aladdin Schools) ("Aladdin"). Aladdin processes personal data on behalf of the school in order to provide an online management information system.

The schools liaison person for any queries relevant to use of the Aladdin system is Antón Ó Cléirigh. Anyone provided with a username and password and who is authorised to use the Aladdin system by the school should adhere to and be aware of the following:

- users may be allocated different access rights to the Aladdin system. The access rights are solely determined by the school. If you have any concern over the access rights that you have please contact the Aladdin school liaison;
- a log is taken of some actions undertaken by the user when using the Aladdin system and made available to the school;
- a unique username and password is provided to each user. Users should keep their username and password confidential and not disclose it to anybody or allow any person to access the system using their



username and password;

- the Aladdin system should only be used for the purposes of managing internal school administration activities and for no other purpose. The Aladdin system should not be accessed in the event of suspension or termination of the users position at the school. The school is responsible for ensuring that access to the Aladdin system for terminated or suspended users is disabled;
- each user should ensure they are familiar with the Aladdin system before use. All queries should be referred to the Aladdin liaison person mentioned above;
- the user should notify the Aladdin liaison person in the event of any misuse or loss of their username and password;
- the user should only login to the Aladdin system when in a secure and non-public environment, e.g. the school or home of the user;
- the user should sign out of the Aladdin system or lock their device when leaving the device unattended;
- the Aladdin system should not be used to deal with emergency situations and it should not be relied upon during such times;
- users are responsible for ensuring that all communications sent to parents or guardians using the Aladdin system are accurate and are sent to parents/guardians for whom the school has appropriate and up to date consent and contact details;
- before each communication, users should consult with the appropriate school's database to determine which parents or guardians have consented to being contacted;
- the Aladdin system should not be accessed through an unsecure network or internet connection. If in doubt, the user should wait until in a secure environment before accessing the Aladdin system;
- information available through the Aladdin system should only be printed or saved to an electronic device where absolutely necessary. Any hardcopy or electronic files originating from the Aladdin system should be treated in accordance with the relevant provisions of this policy; and
- users may be able to access the websites of other third party service providers when accessing the Aladdin system. When the user accesses a third party website from the Aladdin system they are leaving the Aladdin system and appropriate due diligence should be undertaken before sharing any personal data with that third party. The Aladdin liaison person should be contacted if the user is in any doubt.

For further information about Aladdin please go to: <https://www.aladdin.ie/>

#### **Google Classroom**

The Privacy Notice for G Suite for Education, under which Google Classroom falls is in Appendix 1 at the bottom of this document. It should be noted that children do have the capability to send or receive e-mail. Google only have access to the child's name, the child's Username, the account password and an email and phone number for the parent/guardian.

#### **Personal Data Breaches**

All incidents in which personal data has been put at risk must be reported to the Office of the Data Protection Commissioner within 72 hours by the Principal, on behalf of the BoM??

When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the BoM must communicate the personal data breach to the data subject without undue delay.

If a data processor becomes aware of a personal data breach, it must bring this to the attention of the data controller (BoM) without undue delay.

#### **Dealing with a data access request**

Individuals are entitled to a copy of their personal data on written request.

Request must be responded to within one month. An extension may be required e.g. over holiday periods.

No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive.

No personal data can be supplied relating to another individual apart from the data subject.

#### **PROVIDING INFORMATION OVER THE PHONE**

An employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular, the employee should:

- Ask that the caller put their request in writing;
- Refer the request to the Principal for assistance in difficult situations;



- Not feel forced into disclosing personal information.

## **IMPLEMENTATION ARRANGEMENTS, ROLES AND RESPONSIBILITIES**

The BoM is the data controller and the Principal implements the Data Protection Policy, ensuring that staff who handle or have access to *Personal Data* are familiar with their data protection responsibilities.

The following personnel have responsibility for implementing the Data Protection Policy:

<b>Name</b>	<b>Responsibility</b>
Board of Management:	Data Controller
Principal:	Implementation of Policy

## **RATIFICATION & COMMUNICATION**

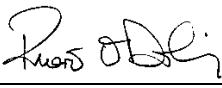
Ratified at the BoM meeting on 16/9/19 and signed by Chairperson. Secretary recorded the ratification in the Minutes of the meeting.

## **MONITORING THE IMPLEMENTATION OF THE POLICY**

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management. It will be reviewed annually following a report from the Principal as to its implementation and taking regard to legal recommendations and current best practice.

## **REVIEWING AND EVALUATING THE POLICY**

The policy will be reviewed and evaluated after 2 years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation, and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning

Signed:   
For and behalf of Board of Management

Date: Ratified: 9.11.2020

**AGUISÍN 1****FÓGRA PRÍOBHÁIDEACHAIS G SUITE FOR EDUCATION**

Le feiceáil ar:

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

Tá an Fógra Príobháideachais seo beartaithe chun cabhrú le húsáideoirí G Suite d'Oideachas agus tuismitheoirí tuiscint a fháil ar na sonraí a bhailímid, cén fáth a mbailímid iad, agus a ndéanaimid leis. Cuimsíonn an Fógra seo faisnéis faoinár gcleachtas phríobháideachta a bhaineann go sonrach le G Suite for Education agus déanann sé achoimre ar na codanna is ábhartha de Bheartas Príobháideachta Google, a sholáthraíonn samplá agus míniúcháin bhereise a d'fhéadfadh a bheith úsáideach. Tá súil againn go dtógaífidh tú do chuid ama an Fógra seo agus Polasaí Príobháideachta Google a léamh, a bhaineann le cuntas G Suite for Education.

**Faisnéis a bhailímid**

Is cuntas Google é cuntas G Suite for Education a chruthaíonn agus a bhainistíonn scoil le húsáid ag mic léinn agus oideachasóirí. Agus an cuntas seo á cruthú, féadfaidh an scoil faisnéis phearsanta áirithe a sholáthar do Google faoina mic léinn agus a cuid oideoirí, lena n-áirítear ainm úsáideora, seoladh ríomhphoist, agus pasfhocal i bhformhór na gcásanna, ach d'fhéadfadh ríomhphost tánaisteach, fón agus seoladh a bheith ann má roghnaíonn an scoil an fhaisnéis sin a sholáthar. Féadfaidh Google faisnéis phearsanta a bhailiú go díreach freisin ó úsáideoirí cuntas G Suite for Education, mar uimhir theileafóin, grianghraf próifíle nó faisnéis eile a chuireann siad le cuntas G Suite for Education.

Bailíonn Google faisnéis freisin bunaithe ar úsáid ár seirbhísí. Áirítear leis seo:

- faisnéis faoi ghléasanna, mar shampla an tsamhail crua-earraí, leagan an chórais oibriúcháin, aitheantóirí uathúla feistí, agus faisnéis líonra soghluaise lena n-áirítear uimhir theileafóin an úsáideora;
- faisnéis logála, lena n-áirítear sonraí faoin gcaoi ar úsáid úsáideoir ár seirbhís, faisnéis faoi imeacht feiste, agus seoladh protácal Idirlín (IP) an úsáideora;
- faisnéis maidir le suíomh, mar a chinneann teicneolaíochtaí éagsúla lena n-áirítear seoladh IP, GPS, agus braiteoirí eile;
- uimhreacha feidhmchláir uathúla, mar uimhir leagan an fheidhmchláir; agus
- fianáin nó teicneolaíochtaí comhchosúla a úsáidtear chun faisnéis faoi bhrabhsálaí nó feiste a bhailiú agus a stóráil, mar an rogha teanga agus suíomhanna eile.

**Conas a úsáidimid faisnéis a bhailímid****1. In G Suite le haghaidh Seirbhísí Lárnacha Oideachais**

2. Tá an G Suite for Education Core Services ("Core Services") liostaithe san Achoimre ar Sheirbhísí agus tá Gmail, Féilire, Seomra Ranga, Teagmhálacha, Tiomáint, Docs, Foirmeacha, Grúpaí, Bileoga, Láithreáin, Sleamhnáin, Plé / Hangouts, cruinneachán, agus Chrome Sync. Cuirtear na seirbhísí seo ar fáil do scoil faoina comhaontú G Suite don Oideachas agus, de réir mar is infheidhme, Leasú ar Phróiseáil Sonrai. (Féadfaidh úsáideoirí agus tuismitheoirí fiafraí dá scoil an bhfuil glactha acu leis an Leasú ar Phróiseáil Sonrai.)

3. Ní úsáidtear faisnéis phearsanta úsáideora a bhailítear sna Croí-Sheirbhísí ach chun na Seirbhísí Lárnacha a sholáthar. Ní fhreastalaíonn Google ar fhógraí sna Croí-Sheirbhísí ná ní úsáideann sé faisnéis phearsanta a bhailítear sna Croí-Sheirbhísí chun críocha fógraíochta.

**4. I seirbhísí Google i gcoitinne**

5. Seachas na Croí-Sheirbhísí, d'fhéadfadh go mbeadh rochtain ag úsáideoirí G Suite for Education ar sheirbhísí Google eile a chuirimid ar fáil go ginearálta do thomholtóirí, mar Google Maps, Blogger, agus YouTube. Glaomíd na "Seirbhísí Breise" orthu seo ós rud é go bhfuil siad lasmuigh de na Croí-Sheirbhísí.

6. Déanann Polasaí Príobháideachta Google cur síos iomlán ar an gcaoi a n-úsáideann seirbhísí Google faisnéis go ginearálta, lena n-áirítear úsáideoirí G Suite d'Oideachas. Mar achoimre, úsáidimid an fhaisnéis a bhailímid ónár seirbhísí go léir chun iad a sholáthar, a chothabháil, a chosaint agus a fheabhsú, chun cinn nua a fhorbairt, agus chun Google agus ár n-úsáideoirí a chosaint. Úsáidimid an fhaisnéis seo freisin chun ábhar oriúnaithe a thairiscint d'úsáideoirí, amhail tortháil cuardaigh níos ábhartha. Féadfaimid faisnéis phearsanta ó sheirbhís amháin a chomhcheangal le faisnéis, lena n-áirítear faisnéis phearsanta, ó sheirbhísí Google eile.

7. Féadfaidh Google fógraí a sheirbheáil ar úsáideoirí G Suite d'Oideachas sna Seirbhísí Breise. Maidir le húsáideoirí G Suite d'Oideachas i mbunscoileanna agus i meánscoileanna (K-12), ní úsáideann Google aon fhaisnéis phearsanta úsáideora (nó aon fhaisnéis a bhaineann le Cuntas G Suite for Education) chun díriú ar fhógraí, cibé acu i Seirbhísí Lárnacha ná i seirbhísí Google eile rochtain air agus cuntas G Suite for Education á úsáid agat.

Faigh tuilleadh eolais faoi Sheirbhísí Lárnacha agus Breise d'úsáideoirí G Suite d'Oideachas.

**Roinneann úsáideoirí faisnéise**

Féadfaidh scoil ligean do mhic léinn rochtain a fháil ar sheirbhísí Google mar Google Docs agus Láithreáin, a chuimsíonn gnéithe inar féidir le húsáideoirí faisnéis a roinnt le daoine eile ná go poiblí. Nuair a roinneann



úsáideoirí faisnéis go poiblí, d'fhéadfadh innill chuardaigh, Google san áireamh, a bheith innéacsaithe. Soláthraíonn ár seirbhísí roghanna éagsúla d'úsáideoirí chun ábhar a roinnt agus a bhaint. Faisnéis a roinnimid Féadfar faisnéis a bhailímid a roinnt lasmuigh de Google in imthosca teoranta. Ní roinnimid faisnéis phearsanta le cuideachtaí, eagraíochtaí agus daoine aonair lasmuigh de Google mura bhfuil feidhm ag ceann de na cúinsí seo a leanas:

## • Le toiliú úsáideora.

Déanfaimid faisnéis phearsanta a roinnt le cuideachtaí, eagraíochtaí nó daoine aonair lasmuigh de Google nuair a bheidh toiliú úsáideora nó toiliú tuismitheoirí againn (de réir mar is infheidhme).

## • Le riarthóirí G Suite don Oideachas.

Tá rochtain ag riarthóirí G Suite for Education ar fhaisnéis atá stórálte i gCuntas Google úsáideoirí sa scoil nó san fhearrann sin.

• **Le haghaidh próiseála seachtraí.** Soláthraímid faisnéis phearsanta dár gcuid cleamhnaithe nó do ghnólachtaí nó do dhaoine iontaofa eile chun í a phróiseáil dúinn, bunaithe ar ár dtreoracha agus i gcomhréir lenár bPolasaí Príobháideachta agus aon bhearta rúndachta agus slándála iomchuí eile.

## • Ar chúiseanna dlí.

Déanfaimid faisnéis phearsanta a roinnt le cuideachtaí, eagraíochtaí nó daoine aonair lasmuigh de Google má tá creideamh de mheon macánta againn go bhfuil sé réasúnta riachtanach an fhaisnéis a rochtain, a úsáid, a chaomhnú nó a nochtadh chun:

1. aon dlí, rialachán, próiseas dlí nó iarraidh rialtais infheidhmithe a chomhlíonadh.
2. Téarmaí Seirbhíse is infheidhme a fhorfheidhmiú, lena n-áirítear imscrídú ar sháruithe féideartha.
3. saincheisteanna calaoise, slándála nó teicniúla a bhrath, a chosc nó aghaidh a thabhairt orthu ar bhealach eile.
4. cosaint a dhéanamh ar dhochar do chearta, do mhaoin nó do shábháilteacht Google, ár n-úsáideoirí nó an phobail de réir mar a cheanglaítear nó mar a cheadaítear le dlí.

Féadfaimid faisnéis neamhphearsanta a roinnt go poiblí agus lenár gcompháirtithe - cosúil le foilsitheoirí nó suíomhanna ceangailte. Mar shampla, féadfaimid faisnéis a roinnt go poiblí chun treochtaí a thaispeáint maidir le húsáid ghinearálta ár seirbhísí.

## Trédhearcacht agus rogha

Soláthraímid rialuithe úsáideora éagsúla a chuireann ar chumas úsáideoirí G Suite d'Oideachas roghanna bríocha a dhéanamh faoin gcaoi a n-úsáidtear faisnéis i seirbhísí Google. Ag brath ar na socruithe atá cumasaithe ag an scoil, is féidir le húsáideoirí na rialuithe éagsúla a thuairiscítear sa Beartas Príobháideachta, mar rialuithe gníomhaíochta Google, a úsáid chun a gcuid príobháideachta agus faisnéise a bhainistiú. Soláthraímid faisnéis bhereise do thuismitheoirí, do mhic léinn agus do riarthóirí ar Ionad Príobháideachta G Suite for Education.

## Athbhreithniú agus scríosadh faisnéise tuismitheoirí

Is féidir le tuismitheoirí úsáideoirí G Suite for Education i mbunscoileanna / meánscoileanna (K-12) rochtain a fháil ar fhaisnéis phearsanta a linbh nó a iarraidh go scríosfaí í trí riarthóir na scoile. Feadfaidh riarthóirí scoile soláthar a dhéanamh do rochtain tuismitheoirí agus scríosadh faisnéise pearsanta atá comhsheasmhach le feidhmiúlacht ár seirbhísí. Más mian le tuismitheoir stop a chur le bailiú nó úsáid bhereise faisnéise an linbh, is féidir leis an tuismitheoir a iarraidh ar an riarthóir na rialuithe seirbhíse atá ar fáil dóibh a úsáid chun rochtain an linbh ar ghnéithe nó ar sheirbhísí a theorannú, nó cuntas an linbh a scríosadh go hiomlán. Tá treoir do riarthóirí maidir le conas rialuithe seirbhíse a úsáid chun é seo a chur ar fáil ar fáil in Ionad Cabhrach G Suite.

## Léiriú ar théarmaí contrártha

Tá sé i gceist leis an bhFógra seo an phríomhfasnéis a sholáthar maidir lenár mbailiú agus úsáid sonrai d'úsáideoirí G Suite d'Oideachas, agus tá sé ag teacht le Beartas Príobháideachta Google agus le comhaontú G Suite for Education, a sholáthraíonn samplaí agus míniúcháin bhereise a d'fhéadfadh a bheith úsáideach. Sa chás go bhfuil téarmaí ann atá difriúil, cosúil leis na teorainneacha ar fhógraíocht i G Suite for Education, tugtar tosaíocht don chomhaontú G Suite for Education (arna leasú), agus an Fógra Príobháideachais seo ina dhiaidh sin agus ansin Polasaí Príobháideachta Google.

## Glaogh orainn

Má tá ceisteanna agat faoi bhainistíocht cuntas G Suite for Education nó faoi úsáid faisnéise pearsanta ag scoil, déan teagmháil le do thoil le riarthóir cuntas G Suite for Education. Má tá ceisteanna agat faoinár gcleachtais, tabhair cuairt ar Ionad Príobháideachta G Suite for Education. Féach freisin ar ár Fabhtálaí Príobháideachta le haghaidh tulleadh ceisteanna faoi phríobháideach agus tárgí agus seirbhísí Google. Is féidir le riarthóirí G Suite for Education teagmháil a dhéanamh le Google faoin bhfasnéis san Fhógra seo tríd an bhfoirm teagmhála a chur isteach agus í sínithe isteach ina gcuntas riarthóra. Is féidir le tuismitheoirí teagmháil a dhéanamh le Google freisin faoin bhfasnéis san Fhógra seo.

Google

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## APPENDIX 1 G SUITE FOR EDUCATION PRIVACY NOTICE

Le feiceáil ar:

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

This Privacy Notice is meant to help G Suite for Education users and parents understand what data we collect, why we collect it, and what we do with it. This Notice includes information about our privacy practices that are specific to G Suite for Education and summarizes the most relevant portions of the [Google Privacy Policy](#), which provides additional examples and explanations that may be useful. We hope you will take the time to read this Notice and the Google Privacy Policy, which both apply to G Suite for Education accounts.

### Information we collect

A G Suite for Education account is a Google Account created and managed by a school for use by students and educators. When creating this account, the school may provide Google with certain personal information about its students and educators, which includes a user's name, email address, and password in most cases, but could also include secondary email, phone, and address if the school chooses to provide that information. Google may also collect personal information directly from users of G Suite for Education accounts, such as telephone number, profile photo or other [information](#) they add to a G Suite for Education account.

Google also collects information based on the use of our services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number of the user;
- log information, including details of how a user used our service, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- [cookies or similar technologies](#) which are used to collect and store information about a browser or device, such as preferred language and other settings.

### How we use information we collect

- In G Suite for Education Core Services**
- The G Suite for Education Core Services ("Core Services") are listed in the [Services Summary](#) and include Gmail, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Talk/Hangouts, Vault, and Chrome Sync. These services are provided to a school under its [G Suite for Education agreement](#) and, as applicable, [Data Processing Amendment](#). (Users and parents can ask their school if it has accepted the Data Processing Amendment.)
- User personal information collected in the Core Services is used only to provide the Core Services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
- In Google services generally**
- Besides the Core Services, G Suite for Education users may have access to other Google services that we make generally available for consumers, such as Google Maps, Blogger, and YouTube. We call these "Additional Services" since they are outside of the Core Services.
- The Google Privacy Policy describes fully [how Google services generally use information](#), including for G Suite for Education users. To summarize, we use the information we collect from all of our services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and our users. We also use this information to offer users tailored content, such as more relevant search results. We may combine personal information from one service with information, including personal information, from other Google services.
- Google may serve ads to G Suite for Education users in the Additional Services. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or other Google services accessed while using a G Suite for Education account.

[Learn more](#) about Core and Additional Services for G Suite for Education users.

### Information users share

A school may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google. Our services provide users with various options for [sharing](#) and [removing content](#).

**Information we share**

Information we collect may be shared outside of Google in limited circumstances. We do not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With user consent.** We will share personal information with companies, organizations or individuals outside of Google when we have user consent or parents' consent (as applicable).
- **With G Suite for Education administrators.** G Suite for Education administrators have access to information stored in the Google Accounts of users in that school or domain.
- **For external processing.** We provide personal information to our affiliates or other trusted businesses or persons to process it for us, based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.
- **For legal reasons.** We will share personal information with companies, organizations or individuals outside of Google if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  1. meet any applicable law, regulation, legal process or enforceable governmental request.
  2. enforce applicable Terms of Service, including investigation of potential violations.
  3. detect, prevent, or otherwise address fraud, security or technical issues.
  4. protect against harm to the rights, property or safety of Google, our users or the public as required or permitted by law.

We may share non-personal information publicly and with our partners – like publishers or connected sites. For example, we may share information publicly to show trends about the general use of our services.

**Transparency and choice**

We provide a variety of user controls that enable G Suite for Education users to make meaningful choices about how information is used in Google services. Depending on the settings enabled by the school, users can use the various controls described in the [Privacy Policy](#), such as [Google activity controls](#), to manage their privacy and information. We provide additional information for parents, students, and administrators on the [G Suite for Education Privacy Center](#).

**Parental review and deletion of information**

The parents of G Suite for Education users in Primary/Secondary (K-12) schools can access their child's personal information or request that it be deleted through the school administrator. School administrators can provide for parental access and deletion of personal information consistent with the functionality of our services. If a parent wishes to stop any further collection or use of the child's information, the parent can request that the administrator use the service controls available to them to limit the child's access to features or services, or delete the child's account entirely. Guidance for administrators on how to use service controls to accomplish this is available in the G Suite [Help Center](#).

**Interpretation of conflicting terms**

This Notice is intended to provide the key information about our collection and use of data for G Suite for Education users, and is consistent with the Google Privacy Policy and the G Suite for Education agreement, which provide additional examples and explanations that may be useful. Where there are terms that differ, as with the limitations on advertising in G Suite for Education, the [G Suite for Education agreement](#) (as amended) takes precedence, followed by this Privacy Notice and then the [Google Privacy Policy](#).

**Contact us**

If you have questions about management of G Suite for Education accounts or use of personal information by a school, please contact the G Suite for Education account administrator. If you have questions about our practices, please visit the [G Suite for Education Privacy Center](#). Also see our [Privacy Troubleshooter](#) for more questions about privacy and Google's products and services. G Suite for Education administrators can contact Google about the information in this Notice by submitting the [contact form](#) while signed in to their administrator account. Parents can also [contact](#) Google about the information in this Notice.

Google

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