Scoil Oilibhéir **Fógra Príobháideachais**

Privacy Notice

Fógra Príobháideachais do Dhaltaí (agus dá dTuismitheoirí/dá gCaomhnóirí)

Agus tú ag ionrollú i Scoil Oilibhéir, glacann tú leis go ndéanfaidh Scoil Oilibhéir do chuid sonraí a phróiseáil (sonraí pearsanta den chatagóir speiciata san áireamh).

Tugtar eolas cabhrach duit san Fhógra Príobháideachais seo fúinn, faoi na sonraí pearsanta a bhailímid fút agus faoi na cúiseanna a bhailímid é, agus fúthu siúd lena roinnimid é, faoin bhfáth agus faoin bhfad a gcoimeádtar é agus faoi na cearta atá agat.

Má tá tuilleadh eolais ag teastáil uait, féach ar an bPolasaí um Chosaint Sonraí atá le feiceáil ar www.gaelscoiloilibheir.ie

1. Cé muid:

Is sinne Scoil Oiibhéir
An seoladh agus na sonraí teagmhála dúinn ná;
Scoil Oiibhéir
An Chúil Mhín
Cluain Saileach
Baile Átha Cliath 15
D15 PX99

Cuirimid bunoideachas ar fáil trí mheán na Gaeilge.

Chun tuilleadh eolais a fháil, féach ár bPolasaí um Chosaint Sonraí ar www.gaelscoiloilibheir.ie

2. An t-eolas a bhailímid fút

Agus tú i do dhalta i Scoil Oilibhéir, bailímid agus bainimid úsáid as do chuid sonraí pearsanta.

Cuimsítear san eolas pearsanta seo sonraí faoi;

- D'fhéiniúlacht
- Do chuid sonraí teagmhála
- Do chuid íomhánna (TCI san áireamh)
- Do chuid sonraí teaghlaigh
- Do chuid sonraí ionrolluithe/iontrála
- Do chuid scoileanna roimhe seo
- Do dhul chun cinn acadúil
- D'uimhir PSP
- Do chuid riachtanais Speisialta Oideachais
- Do náisiúntacht
- Do theanga
- Do chreideamh
- Do chuid sonraí Leighis
- Eolas faoi d'iompar agus do thinreamh
- D'eolas sláinte, sábháilteachta agus leasa
- D'eolas Airgeadais (maidir le táillí, deontais, scoláireachtaí srl.;
- D'eolas pearsanta eile.

Is féidir teacht ar thuilleadh sonraí faoin eolas a bhailímid inár bPolasaí um Chosaint Sonraí.

Má tá tú nios óige ná 18 mbliana d'aois agus tú á ionrollú, bailímid an t-ainm, an seoladh, na sonráí teagmhála agus eolas eile faoi do thuismitheoirí/do chaomhnóirí. Má tá tú níos óige ná 18 mbliana d'aois, téitear i gcomhairle le do thuismitheoirí/do chaomhnóirí chun cead a fháil do rudaí áirithe cosúil le do ghrianghraf a ghlacadh, dul ar thurasanna scoile srl.

3. Conas mar bhainimid úsáid as do chuid sonraí agus an bunús dlí

Bainimid úsáid as do chuid sonraí pearsanta do chúiseanna ina gcuimsítear:

D'iarratas iontrála;
Chun oideachas chuí agus tacaíocht oiriúnach a sholáthar duit;
Chun monatóireacht a dhéanamh ar do dhul chun cinn acadúil;
Chun aire a thabhairt do do shláinte agus do d'fholláine;
Chun aire a thabhairt dár mbaill foirne agus dár ndaltaí;
Chun iarratais ar dheontais, táillí agus scoláireachtaí a phróiseáil;
Chun cláir oideachais a chomhordú, a mheas, a mhaoiniú agus a eagrú;
Chun cloí lenár ndualgais dhlithiúla mar fhoras oideachais;
Chun cloí lenár ndualgais monatóireachta agus tuairiscithe le forais rialtais,
Chun achomhairc a phróiseáil, coimhlintí a réiteach, agus dlithíocht a chosaint

Chun tuilleadh eolais a fháil ar na sonraí a bhailímid, ar an gcúis lena mbailiú, ar an mbealach ina n-úsáidtear iad, agus an bunús dlí leis, Féach ar an bPolasáí um Chosaint Sonraí ar www.gaelscoiloilibheir.ie

4. Ce leis an roinnimid do chuid eolais?

Roinnimid do chuid sonraí pearsanta le tríú páirtithe, fórais Rialtais san áireamh.

Cuimsítear an Roinn Oideachais agus Scileanna, an *NCSE,* TUSLA, an Garda Síochána, Feidhmeannacht na Seirbhíse Sláinte, Roinn Coimirce Sóisialaí, Oifig na gCoimisinéirí Ioncaim

Braitheann leibhéal na roinnte agus nádúr a bhfuil roinnte ar chúinsí éagsúla. Bainfidh na forais Rialtais lena roinnimid do chuid sonraí pearsanta úsáid as do chuid sonraí pearsanta ar a gcúiseanna féin (chun eolas atá acu fút cheana féin a dheimhniú srl.) agus d'fhéadfaidís é a chomhshuimiú le heolas eile fút agus faoi do theaghlach atá acu cheana féin. Roinnimid cuid de do chuid sonraí pearsanta le tríú páirtithe eile ar nós ár gcomhlachta árachais agus solathróirí seirbhíse eile (soláthróirí TEC, soláthróirí slándála, comhairleoirí dlí srl.). Tá ceanglas dlí orainn eolas áirithe maidir le dul chun cinn dalta (faoi 18 mbliana d'aois) ina (h)oideachas a sholáthar do thuismitheoirí/chaomhnóirí an dalta sin, torthaí scrúduithe/measúnuithe san áireamh. Chun tuilleadh eolais a fháil ar a roinnimid do chuid sonraí leo agus ar na chúiseanna leis sin, Féach ár bPolasaí um Chosaint Sonraí ar www.gaelscoiloilibheir.ie.
Bailímid agus déanaimid próiseáil ar shonraí do pháiste do riaradh an oideachais dóibh. Chun é seo a dhéanamh, cuirfear sonraí do pháiste i gCóras Bainistíochta Eolais na scoile, Aladdin. Is bogearra slán mar fheidhchlár seirbhíse ar le, agus ata á rith ag, *Cloudware Ltd. (T/A Aladdin Schools)* é, as a ndéantar na sonraí a phróiseáil don chúis thuas.

5. Ní aistrímid do chuid sonraí don tríú tír ná don tríú heagras idirnáisiúnta.

6. Ní bhímid páirteach i bpróifíliú/cinnteoireacht uathoibrithe.

7. An fhad a gcoimeádaimid do chuid sonraí?

Ní choimeádtar cuid de na sonraí pearsanta ach ar feadh tréimhse gairide (m.sh. Déanfar é a scriosadh ag deireahd na scoilbhliana mar nach bhfuil sé riachtanach a thuilleadh). Coimeádfar cuid de na sonraí ar feadh tréimhse níos faide (m.sh. i ndiaidh duit imeacht as Scoil Oilibheír. Féach ár bPolasaí um Chosaint Sonraí ar www.gaelscoiloilibheir.ie

8. Tá na cearta reachtúla seo a leanas agat, agus is féidir úsáid a bhaint astu ag am ar bith.

Tá sé de cheart agat;

) Gearán a dhéanamh le húdarás maoirseachta.
) Rochtain a fháil ar an eolas.
) Ceartú a fháil.
) Dearmad a bheith déanta ort.
) Srian a chur le próiseáil.
) Sonraí a aistriú
) Cur i gcoinne cinnteoireachta uathoibrithe/próifílithe.

Féach ár bPolasaí um Chosaint Sonraí ar www.gaelscoiloilibheir.ie

Privacy Notice to students (and their Parents/Guardians)

By enrolling in and attending Scoil Oilibhéir you acknowledge that your personal data (including special category personal data) shall be processed by Scoil Oilibhéir.

This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.

If you need more information, please see our Data Protection Policy available at www.gaelscoiloilibheir.ie

1. Who we are:

We are Scoil Oilibhéir.

Our address and contact details are;
Scoil Oilibhéir
An Chúil Mhín
Cluain Saileach
Baile Átha Cliath 15
D15 PX99

We provide primary education through the medium of Irish.
For further information, our Data Protection Policy available at www.gaelscoiloilibheir.ie

2. The information we collect about you

When you are a student with Scoil Oiibhéir, we collect and use your personal data.
The personal data we collect can include information about your

- *identity and contact details*
- *images/photo (including CCTV)*
- *family details*
- *admission/enrolment details*
- *previous schools*
- *academic progress*
- *PPS number*
- *special educational needs*
- *nationality*
- *language*
- *religion*
- *medical data*
- *information about behaviour and attendance*
- *information about health, safety and welfare*
- *financial information (re: fees, grants, scholarships etc)*
- *other personal data.*

Further details of the data we collect about you can be found in our Data Protection Policy.
If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

3. How we use your information and the legal basis

We use your personal data for purposes including:
your application for enrolment;
to provide you with appropriate education and support;
to monitor your academic progress;
to care for your health and well-being;
to care for our staff and students;
to process grant applications, fees and scholarships;
to coordinate, evaluate, fund and organise educational programmes;
to comply with our legal obligations as an education body;
to comply with our monitoring and reporting obligations to Government bodies,
to process appeals, resolve disputes, and defend litigation etc.
For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at www.gaelscoiloilibheir.ie

4. With whom do we share your information?

We share your personal data with third parties, including other Government bodies.
This includes the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available at www.gaelscoiloilibheir.ie
We gather and process your child's personal data for the purposes of administering the education of your child. To facilitate this, we will input your child's data into the schools Management Information System, Aladdin. Aladdin is a secure software as a service application which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where the data is only processed for the above purpose.

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

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

7. How long we hold your data

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave Scoil Oilibheir Protection Policy available at www.gaelscoiloilibheir.ie

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

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

For further information, please see our Data Protection Policy available at www.gaelscoiloilibheir.ie