

Scoil Náisiúnta Naomh Pádraig ST. PATRICK'S DE LA SALLE BOYS NATIONAL SCHOOL

Sráid an tSeipéil,
Caisleán an Bharraigh,
Co. Mhaigh Eo.



Chapel St,
Castlebar,
Co. Mayo.

Oifig: (094) 9023438
Oide: (094) 9023591
Uimhir Rolla: 18542M

Office: (094) 9023438
Principal: (094)90 2359
Roll No: 18542M

Web: stpatsbns.eu Email: secretary@stpatsbns.eu

Data Protection Policy

- 1) The Principal is the Data Controller.
- 2) Information collected is for the provision and administration of an educational service.
- 3) Application and Description of Personal Data:

Application

a) Student Records

Description

Name, home address, date of birth, gender, religious belief, racial/ethnic origin, nationality, special needs notation, medical card details, psychological reports, assessment reports, medical details, dietary requirements, travel details, courses followed, PPSN, academic results, previous education details, IQ results, attendance records, details of fees and other payments/contributions, parents/guardians names, contact details and occupation, details of siblings.

b) Fundraising Records

Name, address and contact details of contributors, details of contributions.

c) Staff Records:

Name, home address, home contact details, date of birth, absence records, personnel payroll number, PPSN, , annual & sick leave records, disciplinary records, CV/qualifications.

4) Disclosures:

- a. Department of Education & Science. Department of Health & Children, Health Board. Sending & receiving 1st & 2nd Level Schools.
- b. Department of Education & Science.

5) Transfers abroad: Receiving 1st & 2nd Level schools.

6) Sensitive Data:

a. Racial Origin (Student Records & Staff Records)

b. Religious Beliefs (Student Records & Staff Records)

c. Physical or Mental Health (Student Records)

Physical Safeguards:

Premises monitored when not occupied. Access to files restricted to authorised personnel only.

Technical Safeguards: Systems are password protected and anti-virus software is in use; a firewall is used to protect systems connected to the Internet.

7) We are not required by law to make any of our personal data available to the public.

8) The Principal is the person who will supervise the application of the Act in relation to personal data within the school.