

# Villiers School



## DATA PRIVACY NOTICE FOR PARENTS AND STUDENTS

### 1. Villiers School is a school that provides education to students

By enrolling in and attending, Villiers School parents (including guardians) submit personal data belonging to them and students of the school which will be processed by Villiers School.

This Privacy Notice gives you some helpful information about what personal data we collect, 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.villiers-school.com](http://www.villiers-school.com).

#### 2. (i) The information we collect about students

The personal data we collect regarding students can include information about identity and contact details; family details, admission/enrolment details, previous schools, academic progress, PPS number, additional educational needs, nationality, language, religion, medical data, information about behaviour and attendance, information about health, safety and welfare, financial information, images/photos (including CCTV), and other personal data.

Further details of the data we collect about you can be found in our Data Protection Policy.

#### 2. (ii) The information we collect about parents

We collect the name, address, contact details and other information about parents. If a student is under 18 years, a parent may be consulted and asked to give consent for certain things, such as going on school trips etc.

### 3. How we use information and the legal basis

We use personal data of students for the following purposes:

- to process applications ;
- to provide students with appropriate education and support;
- to monitor students' academic progress;
- to care for student health and well-being;
- to care for School staff and other students;
- to process grant applications, fees and scholarships;
- to co-ordinate, 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.

We use personal data of parents for the following purposes:

To communicate regarding School events, activities/organisation, school fees, student academic progress and student welfare.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please see our Data Protection Policy available at [www.villiers-school.com](http://www.villiers-school.com).

#### **4. Who we share information with**

We share the personal data of students with government bodies. This includes the State Examinations Commission, the Department of Education, NCSE, TUSLA, NEPS, An Garda Síochána, the HSE and the Department of Social Protection.

The level of sharing and the nature of what is shared depend on various factors. Government bodies to which we transfer the personal data of students will use your personal data for their own purposes (including: to verify other information they already hold about you) 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, auditors etc.). We provide records (school reports) relating to the progress of a student in their educational progress to a student's parents.

We occasionally publish photographs of students engaged in activities via the School website, social media, school noticeboard, Red Sokz (student magazine) and other publications.

We share parent contact details with the Department of Education as required, and with other Government agencies such as TUSLA and An Garda Síochána as required for child protection purposes.

We may share the personal data of students with sporting bodies (for player registration purposes), and with other bodies to facilitate school trips or extra-curricular purposes that students are involved with.

#### **5. We do not transfer any personal data to a third country or international organisation**

#### **6. We do not engage in automated decision making**

#### **7. How long do we hold your data?**

We will hold data while a student is enrolled in Villiers School.

Some personal data, including academic results, will be kept for short period of time, normally an academic year, and will be destroyed when no longer needed. Formal reports and other personal data will be retained until a student leaves the School.

After a student has left the School some records will be retained for reference and historical purposes.

The School reserves the right to hold data and records of a student after a student has left should this be for legal or child protection reasons.

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

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

#### **9. Contact**

If you would like to discuss anything in this privacy notice, please contact the School at email: [info@villiers-school.com](mailto:info@villiers-school.com)