

Personal Data on School Record Form:

Coláiste Eamonn Rís is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied on the School Record Form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations.

School Contacting You

The school uses text messaging, telephone and e-mail to contact parents/guardians on the numbers/ addresses provided on the school Record Form for the purposes of:

- sports days
- parent/teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are adverse weather conditions)
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

While the information provided will generally be treated as private to Coláiste Eamonn Rís and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data on a confidential basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to access your/your son's personal data, you should write to the school Principal requesting an Access Request Form.

Data Protection Policy: A copy of the full Data Protection Policy is available on the school website www.wexfordcbs.ie, and you and your son should read it carefully. When you apply for enrolment, you will be asked to sign that you consent to your data/your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school. Where the student is over 18 years of age, he will be asked to sign his consent to this.

Photographs of Students: The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child wish to have his photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school Principal.

Consent: If you are happy to have your child's photograph taken as part of school activities and included in all such records, tick here

Signed:

Parent/Guardian/Student (where over 18)

Date:
