



GDPR (General Data Protection Regulation) Policy

St Oliver Plunkett National School, Monkstown, Co Dublin A94 H562.

Roll No. 19499T.

Introductory Statement

This General Data Protection Regulation (“GDPR”) Policy applies to the personal data held by St Oliver Plunkett National School (referred to hereafter as “the school”). The school is the Data Controller for this personal data and is committed to fairness and transparency for all data processing activities which are undertaken. This GDPR Policy explains what personal data is collected by the school, why it is collected, how long it will be kept, with whom it will be shared and how to access your data.

What personal data does the school collect?

“Personal Data” means information about the pupils and their parents and families which the school obtains or collects in order for the pupil to attend the school. We refer to this as “your information”. The categories of information that the school collects and uses include the following:

- Pupil’s personal information e.g., names, PPS number, birth certificate and home address(es);
- Parent personal information e.g., names and contact details of parents and home address(es);
- Characteristics e.g., ethnicity, language, nationality, country of birth, religion, etc.;
- Attendance information (Aladdin portal) e.g., number of absences and absence reasons;

- Assessment information e.g., standardised and diagnostic assessment results (including Educational Psychologist, Occupational Therapist); school assessment information;
- Educational planning information e.g., individual education plans, assessment reports, Student Support Files (SSF); end of year reports;
- Relevant medical information;
- Other medical records e.g., records of any serious injuries/accidents;
- Behavioural / disciplinary information;
- Records of any reports the school may have made in respect of the student to State departments and/or other agencies under mandatory reporting legislation and/or child safeguarding guidelines (subject to the school's Child Protection Policy and Procedures).

Photographs taken by the school during school related activities

Photographs and recorded images of students are taken to celebrate school achievements, compile graduation and summer project collections, 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 this GDPR Policy. Parental consent will be requested at the time of application to the school.

CCTV images/recordings

Please be aware that CCTV is installed on school grounds and used possibly in school corridors after hours. This CCTV system may record images of staff, students and members of the public who visit the school.

CCTV is implemented to support the safety and security of staff, students and visitors and to safeguard school property and equipment.

Why do we obtain and use your information?

The school obtains and uses your information for the following purposes. The various legal bases are detailed in Appendix A of this policy.

- To comply with legislative or administrative requirements;
- To ensure that the student meets the school's admission criteria;
- To support pupil learning and enable each student to develop to their full potential;
- To monitor and report on pupil progress;
- To provide appropriate pastoral care;
- To assess the quality of our service;
- To safeguard pupils;
- 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;
- To provide documentation/ information about the student to the Department of Education, the National Council for Special Education, Tusla etc in compliance with law and directions issued by government departments;
- To provide, when requested by the student or their parents/guardians documentation/information/references to mainstream primary and second-level educational institutions (after enrolment).

Information for which the school is not responsible:

The school is not responsible and cannot take responsibility for the following types of school- related information which is not directly used by the school:

- Social media sites carrying information about, or photos of, school pupils with the exception of approved school activity related content.

- Any usage of references to the school on social media sites is not permitted by or endorsed by the school with the exception of approved school activity related content.
- Class representative communications, such as WhatsApp (the school has no official class representative communications tools in use).
- Communication via these channels is at the sole discretion of those parents who wish to employ such tools.

Parents taking photos

- The school reminds parents to always seek permission prior to the taking of or posting photos/videos online or on social media during school related activities.
- Any sharing of images captured by parents who chose to ignore the above guidance is beyond the school's control.

Where we store your your information

- All physical student records including Application/Enrolment Forms will be kept in secure, locked filing cabinets which only authorised school staff can access.
- Student attendance records, standardised test results, and end of year reports are kept on the Aladdin System which only authorised school staff can access.
- Administrative data relating to students is kept on POD, the Primary Online Database, which only authorised school staff can access.
- All school staff are required to maintain the confidentiality of any data to which they have access.

How long is your information kept for?

The school does not keep your information indefinitely. Your information is kept only for as long as is necessary for the purpose it was originally obtained and in line with our statutory obligations.

Will my information be shared?

Your information will not be shared with third parties unless required by law. The legal basis for such information sharing is set out in Appendix A. These third parties may include the following:

- Department of Education;
- Department of Social Protection;
- An Garda Síochána;
- Health Service Executive;
- Tusla;
- Social workers or medical practitioners, emergency services;
- National Educational Welfare Board;
- National Council for Special Education;
- Special Education Needs Organiser;
- National Educational Psychological Service;
- To another school (where a student is returning/transferring).

What are your rights?

As parents and pupils, you have the following rights in relation to the school's use of your information:

- To be informed about how the school uses your information;
- To request a copy of the information that the school holds about you (known as a "Subject Access Request");
- To request that your information is amended or updated if it is inaccurate or incomplete;
- Portability of your information to another school (when your child returns to their mainstream school or transfers/moves to another school);

- To withdraw your consent to the school's use of certain information where you gave your specific consent for the use of such information;
- Request that your information is erased where there is no compelling reason for the school to continue to hold or use it.

If you would like to exercise any of your your rights, you can do so by contacting the school at office@stoliverplunkett.ie

How to raise a concern

If you would like to raise a concern about how your information is being used by the school, you can do so by contacting the school at office@stoliverplunkett.ie

You can also raise a concern with the Data Protection Commission; full contact details are at www.dataprotection.ie

Review of this Policy

This notice will be reviewed from time to time to reflect new legal, statutory and regulatory requirements.

Appendix A – Lawful Bases for obtaining and using your information

We obtain and use the information of pupils and parents in order to meet our legal obligations under GDPR and Irish law, including (but not limited to) the following:

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

- 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, the National Education Welfare Board, the National Council for Special Education, Tusla, other schools) provided the school is 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 in order to ascertain how best they may be assisted in availing of educational or training opportunities or in developing their educational potential; 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 (“SENOs”) such information as the Council may from time-to-time request;
- The Freedom of Information Act 1997 provides a qualified right to access information held by public bodies which does not necessarily have to be “personal data” as with data protection legislation. While schools are not currently subject to freedom of information legislation, 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 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: National Guidance for the Protection and Welfare of Children (2011) published by the Department of Children & Youth Affairs, schools, their boards of management and their staff have responsibilities to report child abuse or neglect to Tusla or, in the event of an emergency and the unavailability of Tusla, to An Garda Síochána.
- Under Department of Education Circular Number 0033/2025, the school is legally obliged to ask for and hold data on the ethnic or cultural background of all pupils.

Ratified by the school's Board of Management on 21st April 2026.

Signed:

Chairperson

Date