



Scoil Mhuire gan Smál

Phone: (01) 454 1641

Tyrconnell Rd, Inchicore

Dublin 8, D0Y9T4

Data Protection Privacy Statement

Scoil Mhuire Gan Smál is committed to protecting the rights and privacy of all individuals in accordance with General Data Protection Regulations (GDPR) and Data Protection Acts 1988–2018. This Data Protection Statement describes how we at Scoil Mhuire Gan Smál collect and process* personal data, in accordance with GDPR and the school's legal obligations in relation to the provision of education.

**Processing is the legal term used to describe various acts including the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of information.*

This Privacy Statement explains how we collect, use, store and share personal data relating to pupils and their parents/guardians in the course of providing education. By enrolling your child in and/or by attending Scoil Mhuire Gan Smál you acknowledge and agree to the collection and processing of personal information by the school.

Contact Information

Scoil Mhuire Gan Smal is a data controller in respect of personal data* that is processed in the school.

**Personal Data is information relating to an identified person*

Should you have any questions in relation to your data protection or this data protection statement, including any request to exercise your legal rights, please contact us using the details below:

Email: office@smgs.ie

Phone: (01) 4541641

Or alternatively you can contact the Data Protection Officer for the Archdiocese of Dublin at:

Email: dataprotection@dublindiocese.ie



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Personal Data We Collect

Pupil Data

Scoil Mhuire Gan Smál may collect and process the following information:

- Name, address, date of birth, PPSN, gender, nationality
- Contact information and family details
- Attendance, absences and explanatory notes,
- Academic records, reports, learning needs and assessments
- Behavioural needs, records and incident reports
- Disciplinary records, notes from/to parents, code of behaviour violations, sanctions
- Individual Educational and Learning support plans
- Special Educational Needs (SEN)
- Child Protection Information
- Psychological referrals, assessments and permissions
- Permissions, Photographs and recorded images
- Information required for state bodies (e.g. POD, NCSE, TUSLA, SENO)
- Health and medical information (where relevant)
- CCTV footage (where applicable)

Sensitive Data

Scoil Mhuire Gan Smál may collect and process sensitive data where necessary, including:

- Health and medical information
- Religious beliefs and participation in sacraments (where relevant to school context)
- Ethnic or cultural background (e.g. Traveller community)
- Child protection and safeguarding information

Parental/Guardian Data

Scoil Mhuire Gan Smál may collect and process the following information:

- Names, addresses, contact details,
- Nationality, occupation, number of children and their position in the family
- Legal guardianship and Custody arrangements
- Consents (e.g. medical, curricular, policies, school activities, photographs)
- Records of communication with the school



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Purpose and Legal Basis for Processing Information

Scoil Mhuire Gan Smál collects and processes personal data to comply with our legal and statutory obligations, to pursue the legitimate interests of the school, to manage the educational and welfare needs of our pupils and to effectively operate and manage the school itself.

Legal Obligations

Scoil Mhuire Gan Smál complies with our legal and statutory obligations that include but are not limited to:

- Data Protection Act 2018, Education Act 1998, Education (Welfare) Act 2000, EPSEN Act 2004, Children First Act 2015, Health Act 1947 (Revised 2024), Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023), Teaching Council Acts 2001 – 2015, Relevant health and safety & welfare at work legislation

Legitimate Interests

Scoil Mhuire Gan Smál may process personal information in order to:

- Provide appropriate education and support for pupils
- Ensure pupil safety and wellbeing
- Communicate effectively with parents/guardians
- Manage the day-to-day operation of the school
- Secure the support and services of relevant third-parties

Consent

We rely on consent only where required, for example:

- Use of photographs/videos
- Publication of pupil work

Consent may be withdrawn at any time.



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Collection of Personal Information

Scoil Mhuire Gan Smál collects personal information through:

- Enrolment forms and admissions processes
- Information from previous schools
- Day-to-day school activities and interactions
- Communication with parents/guardians

Sharing of Personal Information

Scoil Mhuire Gan Smál may share and/or transfer information to a range of third parties including but not limited to:

- Department of Education
- Tusla (Child and Family Agency)
- National Council for Special Education (NCSE)
- National Educational Psychological Service (NEPS)
- Department of Social Protection and other state benefit providers
- Health Service Executive (HSE)
- An Garda Síochána
- School Board of Management
- Other schools (should a child transfer)
- Third party service providers at the school's direction (e.g. Insurance, Aladdin, IT systems, Lawyers and others).

Where personal data is transferred outside of the European Union, appropriate safeguards are in place, such as contractual clauses approved by the European Commission, to ensure data protection standards are maintained with respect to EU and Irish Law on data protection.

Data Security

Scoil Mhuire Gan Smál takes appropriate technical and organisational measures to protect personal information, including:

- Secure storage of paper and electronic records
- Password-protected systems
- Restricted access to sensitive information
- Staff awareness and training in data protection



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Data Retention

Scoil Mhuire Gan Smál retains personal data only for as long as necessary

- We adhere to the Data Protection Commission's Storage Limitation Principle, which outlines specific retention periods for different categories of personal data.

Individual Rights

Under GDPR, individual's rights are free of charge and subject to limitations in certain circumstances. These rights include:

- Access to personal data
- Request the correction of inaccurate data
- Request the erasure of personal information
- Restrict the processing of personal information
- Object to the use of personal information
- Data portability
- Lodge complaints to the Data Protection Commission

Requests can be made using the contact details outlined above. Scoil Mhuire Gan Smál will endeavour to respond to any request within a month. If the request cannot be fulfilled within that time, an extension of two months may be put in place accompanied by an explanation.

Reviews

This Privacy Statement is reviewed regularly and updated as necessary. Any updates will be made readily available and where appropriate, notified to you.

Ratified on: 28/05/2026

Next review: May 2027

Chairperson:

Principal: