

ARDTONA HOUSE SCHOOL PRIVACY NOTICE FOR PARENTS/GUARDIANS

Your Personal Data: What the School Needs

Ardtona House School is what is known as the 'Controller' of the personal data you provide to it. We take your privacy seriously and will only use personal information about you and your child to provide the services you have requested from us and administer your account.

We collect a variety of personal data to be able to deliver the service requested by you. Most of this data is captured on an enrolment form or on the forms required to obtain government funded fees or fee subsidisation (where applicable).

The registration form includes your name, address, details of your child including date of birth plus further detail on any specific medical and other relevant health-care details, and history necessary to allow us to ensure the welfare and safety of your child. Because of the sensitive nature of much this information, you will be asked to confirm your consent for us to collect and hold the information before it does so.

The registration form also collects the contact details and phone numbers of your child's emergency contacts and authorised collectors. You are required to ensure these persons agree to their information being stored and you will be asked to confirm this on the enrolment form.

The Funding Forms may collect personal data including your PPS number and your social welfare status. This is only collected to allow us process funding applications on your behalf to allow you access subsidies or free care and education for your child (where eligible and applicable).

Why the School Needs Data/Purpose of the Processing

The School needs your basic personal data to provide you with its services in line with this overall contract. The School will not collect any personal data from you it does not need to provide and oversee this service to you.

What the School Does with Data/Disclosure

All the personal data is processed by management or by staff designated by Management. To deliver our services effectively, we may need to exchange your details with:

- The relevant funding bodies such as DCYA, Pobal, and the Childcare Committees,
- Regulators such as TUSLA or the Revenue Commissioners,
- Inspectors (TUSLA, Department of Education and Science and Health & Safety Authority), or
- External personnel such as HR contractors, accountants and professional advisors.

The School has a Data Protection Policy in place to oversee the effective and secure processing of your personal data.

How Long the School Keeps Data/Retention Period and Criteria Used

The School will keep your and your child's personal data for as long as he or she remains within the School, and for the period afterwards required by the relevant statutory and legislative guidelines that apply. More information on the School's retention policies can be found by contacting the Principal directly at the addresses given below.

What are your rights?

If you wish to see what information the School holds on you or your child, simply contact the Principal either by post or email and we will endeavour to respond to you within 30 days of receipt of your request.

If at any point you believe the information the School processes on you is incorrect, you may request to have it corrected. You can contact the Principal . If you wish to raise a complaint on how the School has handled your personal data, you can also contact the Principal.

Data Controller: Valerie Heavey

Contact Points: Ardtona House School

Principal :Valerie Heavey,

Data Protection Officer Valerie Heavey,

Ardtona House School

Ardtona Avenue

Lower Churchtown Road

Dublin 14

012981192

ardtonahouseschool@eircom.net

If you are not satisfied with our response or believe the School is not processing your personal data in accordance with the law, you can complain directly to the Office of the Data Protection Commissioner at:

Email info@dataprotection.ie

Postal Address Data Protection Commissioner

Canal House

Station Road

Portarlinton

R32 AP23 Co. Laois