

Pobalscoil Iosolde, Palmerstown Community Schools
Privacy Statement

Pobalscoil Iosolde is a second level community school under the national representation of The Association of Community and Comprehensive Schools. As a second school, Pobalscoil Iosolde has a diverse range of powers and functions outlined in its plans and policies which seek to protect, promote and enhance the education of its students within the education sector. The views of the school community are expressed through its wide-ranging communication structures, parent, staff and student Sub-committee structures and structured management, middle management and staff meetings and have a significant impact on policy and decision making in the school.

From the 25th May 2018, the law regarding data protection is changing. While many of the principles and ideas remain the same, the new GDPR will strengthen the rights of data subjects regarding their privacy and the responsibilities of organisations (known as data controllers) such as Pobalscoil Iosolde to uphold these rights.

Please read the following statement carefully to understand our views and practices regarding how any personal data we collect from and about you, or that you provide to us, will be processed by us.

It applies to all information we collect about:

- ❖ Visitors to our websites
- ❖ Member schools, partners, suppliers and others who register and use our services

Collection and use of personal information:

Pobalscoil Iosolde is committed to ensuring that your privacy is protected. Pobalscoil Iosolde does not collect any personal data about you, apart from the information, you give to the school upon enrolment, additional information given by the parent(s)/guardian(s) that is relevant to the child(s) education, mandatory information given by previous schools, information necessary in order to make returns to the Department of Education and Skills, information necessary to conduct financial affairs. It includes the information which you supply us with when you engage in our CPD booking. Any information you provide is used by the ACCS only in line with the purpose for which you provided it. Your personal data may however be anonymised and used in the aggregate, for statistical purposes.

Our website www.accs.ie

Non-Personal/Technical information which we collect:

Certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, non-individual basis. This information may include the IP address from which you access our website, the type of browser used to access our website (Internet Explorer, Firefox, etc.), the type of operating system used to access our website (Windows, etc.), the "top-level" domain name used (.com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website. Some of the above information is used to create summary statistics, which allow us to access the number of visitors to our site and to identify which pages are accessed most frequently. We use these statistics to assist us in making our site more user friendly and to ensure that we can provide users with a more efficient and effective service.

Cookies:

A cookie is a block of data/small file that a web server places on a user's PC. Typically, it is used to ease navigation through the site and are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Our cookies will allow us to provide you with personalised content or present you with service information based on your previous behaviour on the site. At all times you can decline such cookies, if your browser permits, or ask your browser to indicate when a cookie is being sent. You can delete cookie files from your computer at your discretion.

Disclosure to Other People:

We may disclose your personal information on a confidential basis to external service providers such as exhibitors at our conferences so that they can provide services in connection with the operation of our business.

We collect, hold and may use the information collected for the following purposes:

- respond to any email/other enquiries;

- notify you of any upcoming training or other events;
- provide you with publications;
- allow us to provide you with the services you request from us;
- to monitor and improve the quality of our services;
- to notify you of changes to our services;
- manage systems administration;
- attend to compliance issues;
- comply with legal obligations we might be subject to;
- compile statistical data and to maintain our database;
- develop/ improve our website;

Accessing Your Information:

On written request, and where your personal data is available, we will supply you with copies of your personal data which you may have supplied to us using our website or other means. If you wish to obtain copies of this personal data, you should write to the General Secretary, The ACCS, 10H Centrepoint Business Park, Oak Drive, Dublin 12 and ask that he/she provides you with an Access Request Form. Your request will be dealt with as soon as possible and will not take more than one month to process.

If you discover that the ACCS holds inaccurate information about you, you have the right to have your personal data corrected. In certain circumstances, you may also request that data which you have supplied via our website or by other means be erased if you deem that the ACCS does not have a legitimate reason for retaining the data. Upon written request to the General Secretary, The ACCS, 10H Centrepoint Business Park, Oak Drive, Dublin 12, the ACCS will supply you with a Data Rectification/Erasure Form for this purpose.

Security:

The ACCS takes its security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness and we review these measures regularly. We will limit the sharing of data supplied by you to only those staff of the ACCS who require access to it for the purpose of providing you with the service which you require at any one time. Unfortunately, the transmission of information by means of the internet, including through e-mail, is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to or from us by means of e-mail and any such transmission is at your own risk.

Accurate, complete and up-to-date information:

The ACCS is committed to only holding accurate, complete and up-to-date data. We will regularly review the data held and will encourage data subjects to review and update the data which they provide as details change. At all times data subjects may update their details held by the ACCS by contacting us at privacy@accs.ie

Retention

The ACCS will not hold your data for longer than is necessary for the purpose(s) for which it was obtained and will not hold more data than is necessary for the purpose for which the ACCS has collected it. It is our policy to review all data supplied/obtained and to delete that which is not necessary, or which is no longer necessary.

Should you wish to discuss any matters relating to the processing of your data, please contact us at:

The General Secretary,
 The Association of Community and Comprehensive Schools
 10H Centrepoint Business Park, Oak Drive, Dublin 12
 Telephone: 01-4601150
 Fax: 01-4601203
 Email: privacy@accs.ie

The ACCS reserves the right to change or modify this privacy statement at any time.