



Loreto Secondary School, Balbriggan

Dear Parents/Guardians,

The characteristic spirit of Loreto Balbriggan has at its core a desire to promote and protect the dignity of every member of its community, students, staff and parents. The Board of Management is committed to the principles of responsible data protection and is deemed the Data Controller of the personal data you provide to us. We take your privacy seriously and will only use personal information about you and your daughter to provide the best educational and pastoral services to meet her needs and your expectations. Most of this data is captured on our enrolment form.

The enrolment form includes your name, address, details of your daughter, including date of birth, PPS number plus further details on any specific medical and other relevant health-care details, and any history necessary to allow us to ensure her welfare and safety. 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 we do so. This consent will be sought at the end of the enrolment form.

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

What Loreto Balbriggan Does with your Data

All the personal data is processed by the Data Protection Officer (the Principal) or by staff designated by her. To deliver our services effectively, we may need to exchange your details with:

- Department of Education and skills
- Regulators such as TUSLA
- Inspectors (Health & Safety Authority), or

The Board of Management has a Data Protection Policy in place to oversee the effective and secure processing of your personal data. This is available at www.loretobalbriggan.ie and you are encouraged to read this letter in conjunction with it.

How long do we keep your Data

We will not retain your personal data or that of your daughter longer than is necessary to fulfil the purposes for which it was collected. A detailed outline of how long it is retained, is available in the Retention Schedule (Appendix 1 of the Loreto Balbriggan Data Protection Policy)

What are your rights?

If you wish to see what information we hold on you or your daughter, 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 your personal data, being processed by Loreto Balbriggan is incorrect, or retained beyond what is outlined in the Retention Schedule, you may request to have it corrected or erased. You can contact the Principal at the address shown below. If you wish to raise a complaint on how Loreto Balbriggan has handled your personal data, you can also contact the Principal.

Data Controller: The Board of Management, Loreto Balbriggan

Data Protection Officer: Ms McDonough, Principal, Loreto Balbriggan, Brick Lane, Balbriggan, Co. Dublin.

If you are not satisfied with our response or believe Loreto Balbriggan is not processing your personal data in accordance with the law, you can make a complaint 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