



Privacy Notice to students (and their parents/guardians)

This is a statement of the practices of Mount Temple Comprehensive School, Dublin ("Mount Temple") of 128 Malahide Road, Clontarf, Dublin 3 in connection with the capture and the use of personal data and the steps taken by Mount Temple to protect your personal data and respect your right to privacy.

Mount Temple fully respects your right to privacy and actively seeks to preserve the privacy rights of all who share information with Mount Temple. Any personal information which you volunteer to Mount Temple will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. Mount Temple will process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018.

1. How and why we collect personal data?

The data we collect from you will be used by Mount Temple in accordance with the purposes outlined in this privacy notice. We collect personal data via website forms, written application forms and documents, email and phone enquiries and surveys. We also collect information via third parties such as primary schools – but only with your consent.

2. The information we collect about you

When you are a student in Mount Temple Comprehensive School we collect and use your personal data.

The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); address and family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re book grant scheme); and other relevant personal data.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

3. How we use your information and the legal basis

In order for the use of personal data to be lawful, it should be processed on the basis of either the consent of an individual concerned or another legal basis as set out in the General Data Protection Regulation or in the Data Protection Act 2018.

Mount Temple will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection and will process personal data under various legal bases depending on the purpose for which the data is collected.

We use your personal data for purposes including:

- *your application for enrolment;*
- *to provide you with appropriate education and support and to monitor your academic progress;*
- *to care for your health and well-being;*
- *to care for our staff and students;*
- *to process grant applications*
- *to coordinate, evaluate, fund and organise educational programmes;*
- *to comply with our legal obligations as an education body;*
- *to comply with our monitoring and reporting obligations to Government bodies,*
- *to process appeals, resolve disputes, and defend litigation etc.*
- *to track student accomplishment and progress after leaving Mount Temple and to stay in touch with past pupils*

4. Who we share your information with?

We share your personal data with third parties, including other Government bodies.

This includes the National Education and Welfare Board, State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Employment and Social Protection, the Revenue Commissioners etc.



The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations, attendance at school, etc. .

5. We do not transfer your personal data to a third country or international organisation, except in the case of the Organization for Economic Cooperation and Development, who may, following requests by the Department of Education, and with prior parent/guardian approval, engage in testing for international comparative attainment research.

6. We do not engage in automated decision making/profiling.

7. How long we hold your data

Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Mount Temple) as is required or allowed by legislation.

8. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

9. CCTV

CCTV cameras are in operation throughout Mount Temple in order to provide enhanced protection for students' staff and visitors as well as school buildings and facilities in the context of the schools' grounds

You can find more information in our CCTV policy.

10. Photography

Photographs or videos of students may be taken at official events such as graduation ceremonies. Where the use of photographs or video may not be reasonably expected by individuals Mount Temple will seek consent to publish photographs or video where it is practical to do so. Individuals have the right to object to the use of their photographs and should contact the event organiser in the first instance, or see contact details below. The school journal has a consent form which requires parental/guardian consent (including an opt out clause) in regard to the use of photos/video etc.

11. Contact

If you have any queries relating to the processing of your personal data or if you wish to make a complaint or escalate an issue relating to any of your rights you can contact: principal@mounttemple.ie

Finally if you are not satisfied with the information we have provided to you in relation to the processing of your data or you can also make a complaint to the Data Protection Commissioner via the link in their website [Making a Complaint to the DPC](#)