

Bohermore National School – GDPR & Data Protection Policy

1. Introduction

Bohermore National School is committed to protecting the privacy and personal data of all pupils, parents/guardians, staff, and others whose data we collect and process. We fully comply with the **General Data Protection Regulation (EU) 2016/679** and the **Data Protection Act 2018**.

This policy outlines how the school collects, uses, stores, shares, and protects personal data.

2. What is Personal Data?

Personal data is any information that can identify an individual, either directly or indirectly. This includes:

- Names
- Contact details
- PPS numbers
- Attendance records
- Medical information
- Learning support records
- Assessment results
- CCTV footage

Special categories of personal data include more sensitive information such as medical data, ethnic origin, or religious beliefs. This data requires extra protection.

3. Lawful Bases for Processing

We process personal data under the following lawful bases:

- **Legal obligation** – where the school is required to comply with the law (e.g., DES returns).
- **Public interest** – where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (e.g., education).
- **Consent** – for certain activities (e.g., use of pupil photos on the school website), we will ask for your consent.
- **Vital interests** – where processing is necessary to protect someone's life (e.g., in a medical emergency).

4. Purposes of Data Collection

We collect and use personal data for the following purposes:

- To provide education and support to pupils.
- To comply with Department of Education and Skills (DES) requirements.
- To monitor pupil progress and ensure welfare.
- To manage school administration (e.g., enrolment, attendance).
- To communicate with parents/guardians.
- To ensure safety and security (including CCTV use).
- To support children with additional learning needs.

5. Data Collection and Storage

We collect personal data through:

- Enrolment forms
- Parental communications
- Assessments and reports
- School activities
- Digital learning platforms
- CCTV systems (where applicable)

All data is stored securely:

- Paper files are kept in locked cabinets.
- Digital data is stored on password-protected and encrypted systems.
- Access to data is limited to relevant staff members.

6. Sharing of Personal Data

We may share personal data with third parties only when necessary and with appropriate safeguards in place. These may include:

- The Department of Education
- TUSLA (Child and Family Agency)
- HSE (Health Service Executive)
- NCSE (National Council for Special Education)
- Other schools (e.g., during a pupil transfer)
- IT service providers (data processors)

We ensure that any third-party service providers are compliant with GDPR and have suitable data protection agreements in place.

7. Retention of Data

Personal data is retained in accordance with **Department of Education guidelines** and legal obligations. Records are only kept for as long as necessary. For example:

- Enrolment and attendance records: up to 10 years.
 - SEN records: up to 10 years.
 - Accident reports: up to 7 years (or longer if required).
 - Pupil files: transferred to receiving schools or retained as per guidelines.
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8. Your Rights

Under GDPR, individuals have the following rights:

- **Right to access** – request a copy of your data.
- **Right to rectification** – request corrections to inaccurate data.
- **Right to erasure** – request deletion of data (in certain cases).
- **Right to restrict processing** – request limited use of data.
- **Right to object** – object to data processing in specific circumstances.
- **Right to data portability** – move your data to another organisation.

To exercise these rights, please contact the school's **Data Protection Officer (DPO)** (details below).

9. Consent

Where we rely on consent (e.g., for photographs, media use, etc.), you have the right to withdraw consent at any time. This will not affect any processing already carried out under previous consent.

10. Data Breaches

The school takes appropriate measures to protect personal data. In the event of a **data breach** that may risk the rights or freedoms of individuals, we will:

- Notify the Data Protection Commission within 72 hours (if required).
- Inform affected individuals without undue delay.

11. CCTV Policy

CCTV is in use for the purposes of security and safety. Signage is clearly displayed, and recordings are retained for a limited period unless required for an investigation. Access to CCTV footage is restricted.

12. Data Protection Officer (DPO)

The school has appointed a Data Protection Officer to oversee compliance.

Name: Ciara Sheehy

Email: principal@bohermorens.ie

Phone: 061-351020

Address: Bohermore National School, Bohermore, Ballysimon, Co. Limerick

13. Complaints

If you are unhappy with how your data is handled, please contact the school directly. You also have the right to lodge a complaint with the **Data Protection Commission**:

Website: <https://www.dataprotection.ie>

Phone: 01 765 0100 / 1800 437 737

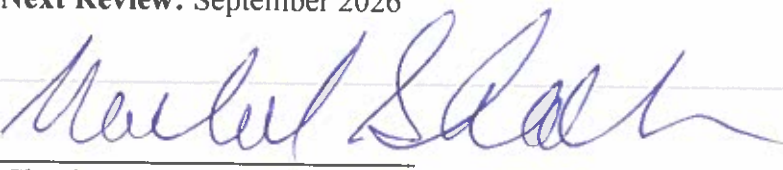
Email: info@dataprotection.ie

14. Review of Policy

This policy will be reviewed regularly and updated as necessary in accordance with legislation or school requirements.

Date of ratification: 16/10/25

Date of Next Review: September 2026

Signed: 

Michael Sheahan

Chairperson, Board of Management

Date: 16/10/25