



Loreto Secondary School, Wexford

Data Protection Statement

Student Name: _____

Year: _____

1. Personal Data on this form

Loreto Secondary School, Wexford is a data controller under the General Data Protection Regulation 2016/679. The personal data supplied on this Enrolment Form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations.

2. School contacting you

Please confirm if you are happy for us to contact you by SMS/text message to inform you of the following:

- school events
- to notify you of school closure (e.g. during adverse weather conditions)
- to notify you of your daughter's non-attendance or late attendance
- to contact you in the case of an emergency

Do you permit Loreto Secondary School, Wexford to use your mobile phone number to send you SMS texts to alert you to these issues?

Yes

No

Please note: Loreto Secondary School, Wexford reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

3. Transfer of personal data

While the information provided will generally be treated as private to Loreto Secondary School, Wexford, and will be collected and used in compliance with the General Data Protection Regulation 2016/679, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, Ivertec (operators of the Anseo Attendance Monitoring System), any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school. We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data, you should write to the Principal requesting an Access Request Form.

4. Data Protection Policy

The school's Data Protection Policy may be viewed on its website: www.loretowexford.com

5. Photographs of students

(A) The school arranges for the taking of a photograph of every student for use in connection with the Anseo Attendance Monitoring System. Please inform the Principal in writing at the time of enrolment if you do not give consent for this photograph to be taken.

(B) The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school and to celebrate the achievements of students. Photographs may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your daughter wish to have her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the Principal.

Consent (tick one only)

1. If you are happy to have your daughter's photograph taken as part of school activities and included in all such records, tick here
2. If you would prefer not to have your daughter's photograph taken and included in such records, please tick here

Signed: _____ Date: _____

Parent/Guardian/Student (where over 18)