

**Loreto Secondary School  
Bray**



**Privacy Notice to students (and their parents/guardians)**

By applying to, enrolling in and attending Loreto Secondary School, Bray, you acknowledge that your personal data (including special category personal data) shall be processed by Loreto Secondary School, Bray.

This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.

**1. Who we are:**

We are Loreto Secondary School, Bray.

Our address and contact details are:

Loreto Secondary School  
Vevay Road  
Bray  
Co. Wicklow  
A98 C822

Telephone: 01 2867481  
Fax: 01 2867481  
Email: [info@loretobray.com](mailto:info@loretobray.com)  
[www.loretobray.com](http://www.loretobray.com)

## **2. The information we collect about you**

When you are a student with Loreto Secondary School, Bray 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); 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 fees, grants, scholarships etc); and other personal data.

When an enrolment is made on behalf of a student, we also collect the name, address, contact details and other information about the parents/guardians. The parent/guardian is also consulted and asked to give consent for certain things like taking their daughter's photograph, going on school trips etc.

## **3. How we use your information and the legal basis**

We use your personal data for purposes including:

*your application for enrolment;*  
*to provide you with appropriate education and support;*  
*to monitor your academic progress;*  
*to care for your health and well-being;*  
*to care for our staff and students;*  
*to process grant applications, fees and scholarships;*  
*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.*

## **4. Who we share your information with**

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

This includes the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, 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 her education to the student's parents/guardians, including results of examinations.

**5. We do not transfer your personal data to a third party country or international organisation.**

**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 us.)

**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 the right not to be subject to a decision based solely on automated processing, including profiling.

**9. Contact**

If you would like to discuss anything in this privacy notice, please contact the Principal at [info@loretobray.com](mailto:info@loretobray.com)