

Moneenroe National School

16204F



Data Protection Policy

1. Introduction

Moneenroe National School ("the School") is committed to protecting the privacy and security of personal data in its care. This policy sets out how the School collects, stores, processes, discloses and deletes personal data, and the rights of individuals in relation to their data, in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all personal data held by the School regarding or relating to pupils, parents/guardians, staff, contractors, and others. It covers data in physical and electronic form, including data processed by third parties on behalf of the School.

3. Roles & Responsibilities

The Board of Management is the Data Controller. The Principal oversees implementation of this policy. A designated Data Protection Officer (DPO) or contact person handles data protection queries and access requests. All staff must comply with this policy.

4. Data Protection Principles

The School adheres to GDPR principles: data must be processed lawfully, collected for explicit purposes, limited to what is necessary, accurate, kept no longer than necessary, and processed securely.

5. Lawful Basis for Processing

Personal data will only be processed under a lawful basis (consent, legal obligation, public interest, etc.). Special category data is handled with enhanced security and only when legally permissible.

6. Data Collection & Use

Only necessary data will be collected, and it will only be used for the purposes stated at the time of collection. Data will not be repurposed without consent or legal requirement.

7. Data Storage, Security & Retention

Data is stored securely, whether in paper or electronic format. Access is limited to authorised staff. Data is retained only as long as necessary and securely deleted thereafter.

8. Data Sharing

Data is shared only when legally required or necessary (e.g., Department of Education, Tusla). Any third-party processors must adhere to GDPR standards.

9. Rights of Individuals

Individuals have rights under GDPR, including access, rectification, erasure, restriction, portability, and objection. Requests must be handled promptly within statutory timelines.

10. Consent

Consent is sought clearly and specifically where needed (e.g. for photos or sensitive data). Consent can be withdrawn at any time.

11. Data Breaches

Procedures are in place for detecting, reporting, and responding to data breaches. The Data Protection Commission will be notified where required.

12. Record Keeping & Audits

The School keeps records of processing activities and carries out periodic audits to ensure compliance.

13. Transparency & Privacy Notices

The School provides clear privacy notices to pupils, parents, and staff, explaining what data is collected and why.

14. CCTV and Monitoring

CCTV use is clearly signposted. Footage is retained for limited periods and accessed only by authorised personnel.

15. Implementation

Staff receive regular training and the Board of Management ensures compliance with this policy.

16. Review

This policy will be reviewed every two years or sooner if legal or operational changes occur.

Signed _____

Date 7th October, 2025

Thomas Lanigan (Chairperson, Board of Management)

Signed _____

Date: 7th October, 2025

Barbara Luttrell (Principal)