

## Rationale for Collection of Pupil Data at

### Holy Cross Mercy School

The Board of Management of Holy Cross Mercy School adhere to fair data processing procedures, as is required by Data Protection legislation. The Data Protection Acts 1988 to 2018 confer rights on individuals as well as responsibilities on those persons handling, processing, managing and controlling personal data.

#### 1. What Data is being processed?

##### Pupil Records:

*Categories of pupil data:*

These may include:

- Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the student's time in the school. These records may include:
  - name, address and contact details, PPS number
  - date and place of birth
  - names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
  - religious belief
  - racial or ethnic origin
  - membership of the Traveller community, where relevant
  - whether English is the student's first language and/or whether the student requires English language support
  - any relevant special conditions (e.g. special educational needs, health issues, etc.) which may apply
- Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student
- Psychological and/or medical assessments
- Attendance records
- Photographs and recorded images of students (including at school events and noting achievements) are managed in line with school procedures
- Academic record – subjects studied, class assignments, examination results as recorded on official School reports
- Records of significant achievements
- Whether the pupil is exempt from studying Irish
- Records of disciplinary issues/investigations and/or sanctions imposed

- Other records e.g. records of any serious injuries/accidents, etc.
- Records of any reports the school (or its employees) have made in respect of the student to State Departments and/or other agencies under Children First Act 2015.

## 2. **What are the reasons for processing this data?**

*The purposes for keeping pupil records include:*

- to enable each student to develop to his/her full potential
- to comply with legislative or administrative requirements
- to ensure that eligible students can benefit from the relevant additional teaching or financial supports
- to support the provision of religious instruction
- to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events, etc.
- to meet the educational, social, physical and emotional requirements of the student
- photographs and recorded images of students are taken to celebrate achievements, record school events, and to keep a record of the history of the school for e.g. the Seesaw app., the school website, school social media accounts and local publications.
- to ensure that the student meets the school's admission criteria
- to ensure that students meet the minimum age requirement for attendance at Primary School.
- to ensure that any student seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities
- to furnish documentation/information about the student to the Department of Education, the National Council for Special Education, TUSLA, and other schools, etc. in compliance with law and directions issued by government departments
- to provide documentation/information/references to second-level educational institutions when requested by the pupil (or their parents/guardians in the case of a pupil under 18 years)

## 3. **Who is the Data Controller at Holy Cross Mercy School?**

The Data Controller is the Board of Management of Holy Cross Mercy School.

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