



MERCY COLLEGE, WOODFORD, CO. GALWAY

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PRINCIPAL: Loreto Quinn-Canning

DEPUTY PRINCIPAL: LIAM CONWAY.

DATA PROTECTION COMPLIANCE FORM

A copy of the Data Protection Policy in place in Mercy College Woodford is available on our website: www.mercycollegewoodford.ie. This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by Mercy College Woodford) will apply during the student's time at Mercy College Woodford.

Personal Data on this Form:

Mercy College Woodford is a data controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application 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 including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013.

School Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- sports days
- parent teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are adverse weather conditions),
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Use your email address to alert you to these issues?

☐

Use your mobile phone number to send you SMS texts to alert you to these issues?

☐

Use your mobile phone/landline number to call you to alert you to these issues?

☐

Please note: Mercy College Woodford reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

Please complete overleaf



While the information provided will generally be treated as private to **Mercy College Woodford** and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data 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, 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 school principal requesting an Access Request Form.

Photographs and Digital Images of Students

The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital images 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/digital images, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph/digital image removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Consent (tick one only)

1. If you are happy to have your child's photograph/digital image taken as part of school activities and included in all such records tick here ☐
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here ☐
3. If you are happy for your child's photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc. please tick here. ☐

Signed: _____

Date: _____

Parent/Guardian/Student (where over 18)