



# Coláiste Pobail Setanta

Misneach (Courage) ~ Bród (Pride) ~ Meitheal (Support)

## ddletb



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
Átha Cliath agus Dhún Laoghaire Education and Training Board

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

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Adopted by the Board of Management on 29/5/2019

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3. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. 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, for fraud prevention measures, 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), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.ddletb.ie](http://www.ddletb.ie)

4. We do not transfer your personal data to a third country or international organisation.
5. We do not engage in automated decision making/profiling.
6. 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 DDLETB). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.ddletb.ie](http://www.ddletb.ie)
7. 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 automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.ddletb.ie](http://www.ddletb.ie) , or alternatively contact our Data Protection Officer.

8. We have appointed a Data Protection Officer (DPO) on an interim basis, Paddy Lavelle can be contacted at [dataprotection@ddletb.ie](mailto:dataprotection@ddletb.ie). If you have any queries, please consult our Data Protection Policy (available at [www.ddletb.ie](http://www.ddletb.ie)) or contact our DPO.