



Kildare and Wicklow Education and Training Board

St. Conleth's Community College

Post Leaving Certificate Data Protection Policy

Personal Data

Kildare and Wicklow Education and Training Board is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on application is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details will also be used to notify you of school/ETB events or activities. While the information provided will generally be treated as confidential to Kildare and Wicklow Education and Training Board, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). We rely on 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 personal data you may request it by writing to the school Principal.

Relevant student information is uploaded to the Department of Education and Skills' secure *esinet* network system as part of the school's annual data returns. Details of the data collected on each student and the purpose for which each item is collected is listed in Circular 0047/2010 on the Department's website www.education.ie.

Data Protection Policy of Kildare and Wicklow Education and Training Board

A copy of the full Data Protection Policy of Kildare and Wicklow Education and Training Board is available on request from The CEO, Kildare and Wicklow Education and Training Board, Administration Centre.

Photographs of Students

The school maintains a database of photographs of school events held over years. It has become customary to take photos 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 may be published on our website or in brochures, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs student names will not be recorded with the picture. If you would prefer not to have your photograph included in such records, please notify the school principal.

Signed: _____
Chairperson Board of Management Date

St. Conleth's Community College, Station Road, Newbridge, Co. Kildare