

DATA PROTECTION AND ADMISSIONS PROCESS FOR ROS GLAS COMMUNITY SPECIAL SCHOOL

The Single Manager/Board of Management of Ros Glas Community Special School is a committee of KWETB, Devoy Park, Áras Chill Dara, Naas West, Co. Kildare which is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for KWETB is Bridget Daly-Lynam and can be contacted at dataprotection@kwetb.ie.

The personal data supplied on the Application Form for Ros Glas Community Special School and the accompanying documentation sought is required for the purpose of:

- Verification of identity and date of birth;
- Verification and assessment of admission criteria;
- Allocation of teachers and resources to the school; and
- School administration

all of which are tasks carried out pursuant to various statutory duties to which KWETB is subject. The requirement to provide a birth certificate is in accordance with the Department of Education's Primary Circular 24/02, which require all primary schools to obtain and keep a copy of a student's birth certificate. The processing of the personal data supplied on the Application Form for Ros Glas Community Special School is therefore carried out in line with Articles 6(c) and 6(e) of the General Data Protection Regulation.

Failure to provide the requested information may result in the application being deemed invalid and an offer of a place may not be made.

The personal data disclosed in, or as part of, the Application Form for Ros Glas Community Special School may be communicated internally within KWETB and externally with the NCSE and/or NEPS and the Department of Education for the purpose of determining the applicability of the selection criteria, and possibly with the patron or board of management of other schools in order to facilitate the efficient admission of students, pursuant to section 66(6) of the Education Act 1998 as inserted

by section 9 of the (Admissions to Schools) Act 2018. It may also be shared with Tusla Education Support Services for the purpose of assisting the student with education and training opportunities, in line with section 28 of the Education (Welfare) Act 2000.

The personal data provided in the Application Form for Ros Glas Community Special School will be kept for 7 years from the date on which the child turns 18 years of age, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with KWETB's Data Retention Policy. This information is included in the full KWETB Data Protection Policy which is available at www.kwetb.ie.

Any person who provides personal data through the Application Form for Ros Glas Community Special School has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where KWETB does not have a legal basis for retaining it.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.