

Privacy Notice to students (and their parents/guardians)

By applying for and/or attending a LWETB school you acknowledge that your personal data shall be processed by LWETB in accordance with the GDPR and the Data Protection Acts 1988-2018. This Privacy Notice gives you some information about who we are, what personal data we collect about you, why, who we share it with and why, for how long we keep it, and your rights.

1. We are Longford and Westmeath Education and Training Board (LWETB). We provide a wide range of education, including second level education. For further information, see our website www.lwetb.ie
2. When you are a student with LWETB, we collect and use your personal data, including information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; medical data; information about behaviour, attendance, health, safety and welfare, financial information (e.g. fees, grants, scholarships etc). If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians, and ask them for consent for things like taking your photograph, going on school trips etc. We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and well-being; to care for our staff and students; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies; to process appeals, resolve disputes, and defend litigation etc.
3. Your information will generally be treated as private to LWETB. We will, however, share your personal data with third parties, including, but not limited to, the State Examinations Commission, the Department of Education and Youth, SUSI (for PLC students), QQI (for PLC students), TUSLA, An Garda Síochána, HSE, the Department of Social Protection. These bodies use your personal data for their own purposes, including for verification and fraud prevention, and they may combine it with information they already hold about you and your family. We also share your data with our insurance company, IT providers, security providers, legal advisors etc, and other schools (e.g. if you change school), work-experience placements and future employers (e.g. for reference requests) etc. We are also obliged to tell your parents/guardians about your educational progress (e.g. exam results) if you are under 18.
4. We will keep your data safe and secure and only for as long as is necessary, after which time it will be securely deleted/destroyed in line with our Records Retention Policy.
5. You and your parents/guardians have the right to request a full copy of all of your data; the right to ask questions about the way we handle your data and to object if you don't think we are doing it properly and the right to request that we amend or erase your data.

For further information on any of the above, please see our Data Processing Policy <https://www.lwetb.ie/policies/> or contact the Data Protection Office at dp@lwetb.ie