

Longford and Westmeath Education and Training Board (LWETB)

Privacy Notice for Students under 18 and their Parents / Guardians

1. Introduction

We are Longford and Westmeath Education and Training Board (LWETB). LWETB provides primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; outdoor education; outreach programmes, specialist programmes, for example, through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies and so forth.

LWETB is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 (“DPA”) and the General Data Protection Regulation (the “GDPR”). The GDPR and the DPA confer rights on individuals regarding their personal data as well as impose responsibilities on persons processing personal data, in this case the ETB. For further information, see section 1 of our Data Processing Policy available at www.lwetb.ie.

2. Why we collect and process your personal data

This Privacy Notice outlines the main elements of LWETB’s Data Processing Policy that relate to the personal data it collected and processed by LWETB in relation to students under 18 and their parents / guardians. This notice also applies to those engaged in processing personal data for administrative requirements and/or to fulfil contractual and legal obligations.

3. The personal data we collect and process

The types of personal data we collect about students/their parents/guardians may include the following:

Identity	Prefix, Name, Middle Name, Surname, Date of Birth (DOB), PPSN, gender, nationality, passport photo, any information which may be provided on documents proving the foregoing, e.g. name of hospital which you were born will be on your birth certificate.
Contact Information	Address including Eircode, email address, phone number, emergency contact details.
Family Details	Relationship to the student, name, address, contact details of parents/guardians.

<p>Data required by DE (P-POD/POD)</p> <p><u>Department of Education Fair Processing Notice re P-Pod</u></p>	<p>The Post Primary Online Database (PPOD) is an individualised database of pupils enrolled in post primary schools which are recognised by the Department. While the database is hosted by and data will be accessible to, the Department of Education, the pupils' data is provided and kept up to date by the schools in which the pupils are enrolled. This database contains the following individualised information on pupils in post primary schools:</p> <p>Personal Public Service Number (PPSN), Name – Forename and Surname, Address and Eircode, Date of Birth, Gender, Nationality, Mother's maiden name, Mother Tongue, Birth Certificate Name, Irish exemption date granted, Irish exemption reason, Mother Tongue indicator, Ethnic/Cultural Background, Repeat of a Year indicator, Repeat of a Year reason, Repeat of a Year date granted, • Deceased Indicator, Boarder and if in a special school the category of capitation grant that is paid in respect to that student.</p>
<p>Admission / Enrolment Details</p>	<p>Proof of address, Special Education Needs (SEN) requirements or other educational needs reports, Irish fluency, name and year of siblings currently/previously enrolled, name and year of parent/grandparent previously attended, primary school attended, Birth Certificate, emergency contact details including relationship to student, applicability of selection criteria to student, medical information, exemptions from studying Irish, education details including subject student, previous academic record, granted resource teaching hours special needs assistance hours by NCSE, receipt of EAL support, occupational therapy reports, Education Passport, CCTV images, medical card details, religious instruction, membership of organised faith/religion, ethnic/cultural identity, for CNS membership of an organised faith / religion.</p>
<p>Academic Progress</p>	<p>Academic progress and results, exam scripts, State exam results, results of in-school tests/exams, continuous assessment and end of term/year reports, written/media work, art and design, attendance records, information relating to reasons for absences, language spoken, eligibility for Irish exemption.</p>
<p>Garda Vetting</p>	<p>Garda vetting form and disclosure regarding Student Exchange Programme and students on work experience.</p>
<p>School Tours</p>	<p>Permission slips, itinerary reports, documents required by Irish Border Control/INIS.</p>
<p>Special Educational Needs</p>	<p>Psychological assessment/reports, resource teaching hours or special needs assistance hours, SEN files, reviews, correspondence, Individual Education Plans, inter-agency meeting notes, medical information including medical conditions and medication or treatment required, medial assessments.</p>

Child Protection	Child protection records, proof of guardianship, child welfare and safeguarding records, guidance counsellor notes, psychological service notes, referrals to/records relating to therapeutic services and other interventions, minutes, notes and records concerning Student Support Team/Pastoral Care team meeting, Meithéal meeting records convened by Tusla.
Internal School Process	Records of complaints made by parents/guardians and others, records relating to bullying investigations, records relating to Code of Behaviour including complaints, investigations, minutes and letters, expulsion and suspension, records of interventions tried and engagements with outside agencies, application for admission form (in the case of a refusal to admit).
Accident and Injury	Accident reports, Incident Reports, details of medical injury, notifications to insurance company and exchanges with legal advisors, notifications to Health and Safety Authority.
Financial	Payment of student monies, scholarship or grant applications.
Images	Photographs, recorded images and CCTV footage.
Music Generation	Medical details, prior learning in music, learning difficulties and learning supports accessed within the school, photo and video including audio.
School Completion Programme (SCP)	Medical information, record of sessions with SCP, school attendance records, punctuality records, suspension / expulsion details, literacy and numeracy levels, classwork, socialisation skills records, behaviour records, SEN detail, parent engagement with school, family details including parent/guardian names and contact details, relationship to child, first language of parent/guardian, emergency person name and contact details and relationship to child., records of supports or services family or child are using/have used, early school details for parents or siblings, details about siblings who have used SCP, notes of coordinators.
Internet Usage	Personal data processed for the provision of provision/access to on-premises services and cloud services and IT usage on ETB's Wi-Fi and/or ETB provided devices.

Special categories of data are those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex-life or sexual orientation. In instances where special categories of data are collected, this is to monitor whether our equal opportunities policies are working and to carry out our obligations as an employer, provider of education and training and our role acting *in loco parentis* in relation to minors. For further information, please see [section 2] of our Data Processing Policy available at www.lwetb.ie.

LWETB uses Microsoft Copilot and Copilot Chat, AI-enabled productivity tools within Microsoft 365, to support staff with drafting, summarising and managing work-related content. Copilot only accesses data that users are already authorised to access and does not use LWETB data to train public AI models. Personal data is processed in accordance with GDPR, LWETB policies, and Microsoft's contractual data protection obligations

4. How we use your data

The ETB processes personal data relating to students/parents/guardians in order to meet obligations regarding the provision of education to the student.

We may use the student's personal data for following purposes:

- application for admission/enrolment
- to provide appropriate education and support
- to monitor academic progress
- to care for your health and wellbeing
- to care for LWETB staff and students
- to process grant applications and scholarships
- to coordinate, evaluate, fund and organise educational programmes
- complying with our statutory reporting obligations to Government bodies and EU funding bodies and
- to process appeals, resolve disputes and defend litigation.

Please note that the above is not an exhaustive list. For further information refer to [Section 3] of our Data Processing Policy available at www.lwetb.ie.

We may use the parent's personal data for following purposes:

- application for admission/enrolment
- to contact the parent/guardian where necessary
- to help determine adequate services/class/programme for student
- to inform of educational progress
- consent for garda vetting application where student U18

5. Legal bases for processing personal data

The legal basis for LWETB processing the personal data referred to in this Notice is that such processing is necessary for and connected with the performance of its statutory objects and functions under the Education and Training Boards Act 2013, the Education Act 1998 and other relevant legislation and where processing is necessary for LWETB to perform a task in the public interest or in the exercise of official authority vested in LWETB. For more information, please see Section 2 of our Data Processing Policy available at www.lwetb.ie.

6. Third parties with whom we may share personal data

The personal data referred to in this Notice is held securely by LWETB and the processing of same is restricted to LWETB staff members who need the personal data to perform one of the purposes set out in [Section 2] of our Data Processing Policy. LWETB will share the personal data, where necessary and relevant, with the following third parties:

Government Departments	Department of Education & Youth, Department of Further and Higher Education, Research, Innovation and Science, Department of Social Protection.
State Bodies	State Examinations Commission, NCSE, SOLAS, SUSI, Tusla, An Garda Síochána, Health and Safety Authority, HSE.
Other	Providers including IT or cloud service providers, for example, Microsoft, insurance providers (IPB), legal advisors, School Board of Management, other schools/colleges, bodies in the further education and training sector, work experience placements, future employers.
Parents/Guardians	LWETB is legally required to provide certain records relating to the progress of a student under the age of 18 years in their education to the student's parents/guardians, including the results of examinations.

Please note that the above is not an exhaustive list. However, if we share personal data with any third party not listed-above, this is only done where there is a legal basis, and/or where we are legally required to do so. For further information, please see [section 3] of our Data Processing Policy available at www.lwetb.ie.

7. Transfer of your personal data outside of the European Economic Area (EEA)

We do not transfer personal data to a country or international organisation outside the EEA. However, certain companies who process personal data on behalf of LWETB may transfer personal data outside the EEA. This processing by certain companies will only be carried out in agreement with LWETB and with the assurance that appropriate safeguarding measures, in line with those required under the GDPR, are in place to protect your personal data. We will inform you if your personal data is to be transferred outside the EEA.

8. Data Retention

We store your personal data for as long as is necessary according to LWETB's Data Retention Schedule. For further information on retention periods, please go to [Section 6] of our Data Processing Policy available at www.lwetb.ie

9. Your Rights

Data Protection legislation provides you with the following rights:

- To complain to the Data Protection Commissioner.
- To receive a copy or access the personal data the LWETB holds about you, together with other information about our processing of that data.
- To request that any inaccurate data that is held about you is corrected and incomplete data updated.
- To request that we erase your personal data.
- To request that we no longer process your personal data for specific purposes, or to object to our use of your personal data or the way in which we process it.
- To transfer your personal data to another organisation.
- To object to automated decision making or profiling.

For further information, please see [section 2] of our Data Processing Policy available at www.lwetb.ie or contact our Data Protection Officer (see below).

10. How to Contact Us

If you have any questions about the way in which we process your personal data and/or wish to exercise any of your rights please contact our Data Protection Officer at dp@lwetb.ie or alternatively telephone 044 9348389.

