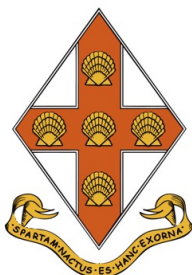


Midleton College



Data Protection Policy

Midleton College ('the School'), as a data controller, is committed to the proper processing of data in a manner consonant with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

The Board of Management of the School (the Board) and the School process data collected from various parties for the internal purposes of the Board and the School and, where necessary, for associated work in connection with the running of the School. Upon notification of intention to apply, application or registration as a pupil at the School, or registration as a voluntary worker at the School, or application for employment at the School or commencement of such employment, you are deemed to consent to the processing and disclosure of data for such purposes. These purposes include:

- the legitimate, internal purposes of the Board and the School
- the maintenance of accurate records concerning
 - o Teachers
 - o Student Teachers
 - o Administration Staff
 - o School Staff
 - o Other School employees
 - o Students
 - o Parents and Guardians of Students
 - o Members of Boards and other School Committees/Working Groups
 - o Members of the Parent-Teacher Association
 - o Members of the Midleton College Association
 - o Extra-Curricular activities run at the School
 - o Lettings or use of School property
 - o Coaches and other personnel involved in activities at the School
- the maintenance of an accurate record of correspondence received and sent by the Board and the School in relation to any of the aforementioned people
- the oversight of the School customarily exercised by the Board and the School management in the exercise of their functions arising under statutory obligation or as are traditionally fulfilled by the Board or the School management
- and such other work by the Board and the School management from time to time arising from statutory obligation.

All data is kept securely in the School Principal's Office, in the School Office and other designated areas of the School to which only authorised personnel have access.

No sensitive data (within the meaning of the Acts) is processed, except where offered by a data subject him/herself during completion of a confidential application form (which itself includes such consent as may be required), and other than the fact of being on a list in the categories described above.

Data is not collected from third parties, except by way of confidential reference at the time of enquiry about positions within the School.

Data is only very occasionally disclosed to third parties, with the exception of disclosures required by statute, or when a reference is required from the Board or the School in relation to a student or staff member. All other disclosures will be made only with your permission or the permission of your parent/guardian, unless exceptional circumstances apply and where it is regarded as necessary in order to protect your 'vital interests'.

Every effort is made to ensure that data is accurate, complete and up-to-date.

You are entitled to exercise your right of access under the legislation, except (as excluded within the legislation) in respect of confidential references or reports.

You are also entitled to have erroneous information corrected.

In the case of enquiries about positions within the School, the information provided by the data subject on the relevant form is processed, together with any confidential references or reports, and such correspondence as may take place between the applicant and the Board and the School Management from time to time.

In the case of other data subjects the following data is typically processed:

- Surname
- Christian Name/s
- Title/s
- Name of Spouse
- Names of dependent children
- Address
- Telephone and/or fax number/s
- E mail address/es
- Year of qualification (if relevant)
- Year of Appointment to current position
- Particular positions held in the School
- Together with such formal correspondence as may occur between you, the Board and the School Management from time to time

All data is kept only for such period as may be necessary.

This policy will be reviewed and amended from time to time.

Further information is available on the website of the Data Protection Commissioner www.dataprivacy.ie

**Board of Management:
February 2011**