



Data Protection Policy

POLICY STATEMENT

All personal information which CMETB holds (including that taken at schools/centres/colleges, such as Monaghan Institute) is protected by the Data Protection Acts 1988 and 2003. CMETB takes its responsibilities under these laws seriously.

CMETB is a *data controller* of *Personal Data* relating to its past, present and future employees, learners, parents, ETB members, members of board of management and various other individuals. As such, the ETB is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 and 2003 which can be summarised as follows:

- obtain and process *Personal Data* fairly;
- keep it only for one or more specified and explicit lawful purposes;
- process it only in ways compatible with the purposes for which it was given initially;
- keep *Personal Data* safe and secure;
- keep data accurate, complete and up-to-date;
- ensure that it is adequate, relevant and not excessive;
- retain it no longer than is necessary for the specified purpose or purposes; and,
- provide a copy of his/her *Personal Data* to any individual, on request.

SCOPE

Purpose of the Policy: The Data Protection Acts apply to the keeping and processing of *Personal Data*, both in manual form and on computer. The purpose of this Policy is to assist the ETB to meet its statutory obligations while explaining those obligations to staff.

To whom will the Policy apply? The Policy applies to all staff, the ETB members, parents/guardians, learners and others, insofar as they handle or process *Personal Data* in the course of their dealings with the ETB.

Relationship to characteristic spirit of CMETB

“Our Mission is to create, develop, support, encourage and facilitate an active, positive and inclusive learning environment in Counties Monaghan & Cavan, by delivering (or ensuring the delivery of) quality education, training and ancillary services to all age-groups and communities in both counties.”

We aim to achieve this mission while respecting the privacy and data protection rights of learners, staff, parents and others who interact with us.

Identifying Personal Data

The *Personal Data* records held by CMETB may include:

Learner records:

In general, learner records are kept by the individual schools, colleges, centres and programmes. These may include

- Information which may be sought and recorded at enrolment, including:
- name, address and contact details, PPS number
- names and addresses of parents/guardians and their contact details
- religious belief
- racial, ethnic or national origin

- membership of the Traveller community, where relevant
- any relevant special conditions (e.g. special educational needs, health issues etc.) which may apply
- Information on previous academic record
- Psychological assessments
- Attendance Records
- Academic record – subjects studied, class assignments, examination results as recorded on official School reports
- Records of significant achievements
- Records of disciplinary issues and/or sanctions imposed
- Other records e.g. records of any serious injuries/accidents etc.

The purpose/s of obtaining and holding these records is to enable each learner to develop his/her full potential, to comply with legislative or administrative requirements, to ensure that eligible learners can benefit from the relevant additional teaching or financial supports, to support the provision of religious instruction, to enable parent/guardians to be contacted in the case of emergency etc.

Monitoring the implementation of the Policy

The implementation of the Policy will be monitored by the Chief Executive and delegated officers of CMETB.

Reviewing and evaluating the Policy

The Policy will be reviewed and evaluated from time to time. Ongoing review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills, VSSU, C&AG or the NEWB), legislation and feedback from parents/guardians, learners, school/college/centre staff and others.

This is a synopsis of the full Data Protection Policy of CMETB which is available at www.cmetb.ie or on request from the CE, CMETB, Administration Centre, Market Street, Monaghan.

Privacy Notice to students (and parent/guardian of students under 18 years)

By applying for and/or attending an ETB school, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by Cavan and Monaghan ETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.cmetb.ie.

1. We are Cavan and Monaghan Education and Training Board (CMETB). Our address and contact details are Cavan and Monaghan ETB, Administration Centre, Market Street, Monaghan H18W449. Phone: 047 30888. We provide Post-primary level education, Further Education and Training, Youthreach, Outdoor Education, Arts Education in addition to other community-based education programmes and services. For further information, see our Data Protection Policy available at www.cmetb.ie

2. When you are a student with CMETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include 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 and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc.); and other personal data. Further details of the data we collect about you can be found in our Data Protection Policy. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain 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 wellbeing; 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, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at www.cmetb.ie.

3. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. Once a student reaches 18 years, the student should let us know if they wish for us to cease providing certain records relating to their educational progress to their parent/guardian. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available at www.cmetb.ie.

4. We do not transfer your personal data to a third country outside the EEA. Certain companies who process personal data on behalf of CMETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of CMETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU. For further information, please see our Data Protection Policy available at www.cmetb.ie.

5. We do not engage in Automated Decision Making/profiling.

6. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with CMETB). For further information on the retention periods, please go to our Data Protection Policy available at www.cmetb.ie

7. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see our Data Protection Policy available at www.cmetb.ie or alternatively contact our DPO.

8. We have appointed a Data Protection Officer. Her name and contact details are Fiona Nugent fionanugent@cmetb.ie If you have any queries, please consult our Data Protection Policy (available at www.cmetb.ie) or contact our DPO.

Photographs of Learners (in addition to your student ID card.)

Monaghan Institute and CMETB maintain a database of photographs and digital images (including video) of events held over years. It has become customary for programmes to take photographs of learners engaged in activities and events in the interest of creating a pictorial as well as historical record. In addition, Photographs/digital images may also be used to supplement students’ assessment/project work.

Photographs/digital images may be published on our websites and social media accounts such as Twitter and Facebook or in brochures, yearbooks, newsletters, local and national newspapers and similar education and training-related productions. In the case of website and social media, photographs/digital images, learner/student names will not appear on the website as a caption to the picture.

If you wish to have your photograph/digital image removed from the website at any time, you should write to the Chief Executive.

I _____ [*insert NAME of STUDENT or of Parent/Guardian if student is under 18 years*] **consent** that photos and video footage of _____ [*insert NAME OF STUDENT*] may be taken and used by or on behalf of Monaghan Institute to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Videographic footage of the student for the purpose of:		
<i>Please tick as appropriate</i>	Yes	No
On Monaghan Institute’s website, and/or CMETB’s website, social media and any other online publication associated with CMETB schools/centres/programmes/services.		
Given to third parties, with the student’s name, for the purpose of being used in print media <i>e.g.</i> newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, <i>e.g.</i> a student attaining top results in an exam or a team winning a competition.		
Displayed within the college and including the student’s name <i>e.g.</i> an image of a student awarded ‘Student of the Year’ with his/her name below.		
In college yearbooks with the student’s name also used.		
For promotional purposes related to the college <i>e.g.</i> college prospectus or video of college production.		

Signed Learner: _____

Signed Parent/Guardian (of students under 18 years): _____

Course Name: _____