Scoil an Chlochair
Convent Primary School

Employee Privacy Statement

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Employee Privacy Statement

1.0 Introduction

This Privacy Statement sets out how we process the personal data of current, former and prospective employees, and staff, (collectively the "**Employee(s)**" or "**you**") as a controller. This includes information about who we are, what personal data we collect, why we collect it, who we share it with, why we share it, how long we keep it and your rights.

It is important that you read and retain this Privacy Statement, together with any other privacy notice we may provide on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using such information and what your rights are under data protection legislation.

This Privacy Statement does not form part of any contract of employment or other contract to provide services. This Privacy Statement is not intended and shall not be read to create any express or implied promise or contract for employment, for any benefit or for specific treatment in specific situations.

We are **Convent Primary School** ("**us**", "**we**" or "**our**"). Our address is **Bathview, Mallow, Co. Cork, P51D958** our email is info@conventps.ie We are committed to protecting and respecting your privacy. This Privacy Statement sets out the basis on which we collect personal data about you that you provide to us.

1.0 Identity of The Controller of Personal Information

For the purposes of data protection legislation, the Controller is **Convent Primary School** (having its address at **Bathview, Mallow, Co. Cork, P51D958**

2.0 When Does This Privacy Statement Apply

This Statement applies to personal information that we collect, use and otherwise process about you in connection with your relationship with us.

3.0 The Types of Data We Process

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We have set out in Appendix 1 a list of the categories of your personal data that we may process. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your employment with us.

4.0 How We Collect Your Personal Data

We collect personal data about Employees through application and recruitment either directly from candidates or sometimes from third party sources. We will also collect additional personal data in the course of job-related activities throughout your employment.

5.0 Why We Collect Your Personal Data

We will hold, process and may disclose your personal data, listed at Appendix 1 of this Privacy Statement, for the following purposes:

Purpose of processing	Legal Basis
• to carry out recruitment/appointment processes; • to check you are legally entitled to work in Ireland; • to determine your terms; • to administer the contractual relationship with you; • to conduct performance reviews, managing performance and determine performance requirements • to deal with possible grievance or disciplinary hearings; • to meet education, training and development requirements; • to make decisions and arrangements in relation to your employment.	The processing is necessary to perform a contract or enter into a contract with you. The processing is necessary to support our legitimate interests in managing our business (including legal, personnel, administrative and management purposes) provided such interests are not overridden by your interests and rights. The processing is necessary for us to comply with legal and regulatory obligations.
• to liaise with the trustees or managers of a pension arrangement operated by your pension provider and any other provider of Employee benefits; and • to process your salary and benefits, to pay taxes, to comply with its legal obligations (e.g. insurance schemes) and to administer pension schemes.	The processing is necessary to perform a contract or enter into a contract with you. The processing is necessary for us to comply with legal and regulatory obligations.
• to process sickness related absence data; • to process your health information related to incapacity to work or limitations to work; and • to report work accidents to the relevant authorities/organisations.	It is necessary for the performance of our contract with you and/or to comply with legal obligations. The processing is necessary for us to comply with legal and regulatory obligations.
• to ensure the security of our premises, the protection of our Employees, as well as theft prevention and in general for compliance with legal, regulatory and other good governance obligations; • to deal with legal disputes involving you, or other Employees including accidents at work.	The processing is necessary to perform a contract or enter into a contract with you. The processing is necessary for us to comply with legal and regulatory obligations. The processing is necessary for us to protect your vital interests or those of another person.

6.0 What Happens If You Fail to Provide Personal Data?

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our Employees). We will tell you when we ask for information which is a statutory or contractual requirement or needed to comply with our legal obligations.

7.0 Consent

In principle, we do not rely on your consent for data use. We may, however, from time to time, (i) ask for your consent to use your personal data for a specific purpose; and/or (ii) process your personal data (including "**special category data**") in order to protect your vital interests or the interests of another. If we do so, we will provide you with full details of the data that we would like and the reason we need it. We will also inform you about the fact that you can revoke your consent at any time and how you should do that. Once we have received notification that you have withdrawn your consent, we will no longer process such data and, subject to our retention policy, we will dispose of your personal data securely. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

8.0 Special Categories of Personal Data

Certain categories of your personal data are regarded as 'special' including information relating to an individual's:

- physical or mental health;
- religious, philosophical or political beliefs;
- trade union membership;
- ethnic or racial origin;
- biometric or genetic data; and
- sexual orientation.

We may process special categories of personal data in the following circumstances:

1. In limited circumstances, with your explicit written consent;
2. Where we need to carry out our legal obligations or exercise rights in connection with employment or social security law. We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws. We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance;
3. Where it is necessary for the assessment of your working capacity, where undertaken by or under the responsibility of a health practitioner or someone under an equivalent confidentiality obligation. We will use information about your physical or mental health, or disability status, to assess your fitness to work and to provide appropriate workplace adjustments;
4. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to an occupational pension scheme;
5. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We will only process data relating to your criminal convictions or offences where legally required.

9.0 What if We Change the Purpose?

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

10.0 Sharing Personal Data

For the purposes set out above, it may be necessary from time to time for us to disclose your personal data to third parties or agents, including without limitation to the following:

- Department of Education
- Other relevant Government departments and agencies;
- Occupational Health Service providers;
- regulatory bodies to whom we are obliged or required to disclose information including Workplace Relations Commission, Courts and Court-appointed persons;
- third parties (including contractors and designated agents) to assist in the administration, processing and management of certain activities pertaining to Employees which assist us to administer human resources and employee compensation (including payroll, IT, benefits provision and administration);
- individuals or companies employed by us to carry out specific services, functions or consultancy work;
- pension providers, the trustees or scheme managers
- legal and medical practitioners;
- relatives or legal representatives of Employees; and
- other support service providers necessary to assist us with the above.

10.1 Third country data transfers

We do not transfer your personal data to a third country or international organisation. Where it is necessary to transfer personal data outside of the EEA, we will ensure appropriate safeguards are in place to protect the privacy and integrity of such Data.

11.0 How Long Do We Retain Your Personal Data For?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Once you are no longer an Employee we will retain and securely destroy your personal data in accordance with applicable laws and regulations.

12.0 How Is My Personal Data Secured?

We operate and use appropriate technical and physical security measures to protect your personal data. Third party processors will only process your personal data on our instructions and where they have agreed to treat the information confidentially and to keep it secure.
We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those Employees, agents and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.
We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

13.0 Your Rights

You have several rights in relation to your personal data, which may be subject to certain limitations and restrictions. These rights are to:

- access a copy of the personal data we hold about you;
- request rectification of your personal data if it is inaccurate or incomplete and have us correct any inaccurate personal data about you and complete any personal data that is incomplete;
- request erasure of your personal data;
- request a copy of your personal data in a portable format;
- request a restriction of the processing of your personal data;
- move (or port) personal data which is automated in certain circumstances;
- withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal; and
- to object to the processing of your personal data where we are processing your personal data in reliance on our legitimate interests;
- However, these rights may not be exercised in certain circumstances, such as when the processing of your data is necessary to comply with a legal obligation or for the exercise or defence of legal claims. If you wish to exercise any of your rights in this regard please refer to the 'Contact Us' section below. We will respond to your request as soon as practicable. We may request proof of identification to verify your request.

14.0 Access to information and correction

You may request copies of your personal data held by us as a controller. We will provide you with a copy of the personal data held by us as soon as practicable and in any event not more than one month after the request in writing is received by us. We will provide you with the copy free of charge but please note that we reserve the right to charge a reasonable administrative fee where further copies are requested or the request is manifestly unfounded or excessive. We may also request proof of identification to verify your access request. All access requests should be made to the Chairperson of the Board of Management.

At any time, you may object to the processing of your personal data by us by contacting us using the contact details below.

15.0 Your Right to Lodge a Complaint with A Supervisory Authority

Without prejudice to any other administrative or judicial remedy you might have, you may have the right under data protection legislation to lodge a complaint with the Office of the Data Protection Commissioner if you consider that we have infringed applicable data protection legislation when processing your personal data. The Data Protection Authority contact details are:

16.0 Data Protection Commission

Telephone: +353 (0)761 104 800 or Lo Call Number 1890 252 231
E-mail: info@dataprotection.ie
For further information, please visit www.dataprotection.ie

17.0 Changes to our Privacy Statement

We reserve the right to update this privacy statement at any time, and we will provide you with a new privacy statement when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

18.0 Contact Us

Questions, comments and requests regarding this Privacy Statement and your personal data are welcome and should be addressed to us at the below email and/or postal address mentioned in the Introduction to this Privacy Statement.

19.0 Review

The plan will be reviewed in line with DES and Data Protection requirements. This plan will be reviewed in Term 2 in the 2026/2027 School Year.

13.0. Communication and Ratification

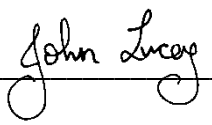
13.1 Communication

This policy is made available as part of the whole school plan. The whole plan is also available in the school office for viewing. This policy will be communicated to the school community by the following means:

- Board of Management/Other Staff members via hardcopy in office, email and SharePoint
- Parents/Guardians via hardcopy in School Plan in the Office

13.2 Ratification

This policy was ratified by the Board of Management on 27th February 2024

Signed  Chairperson, Board of Management

Signed Principal/Secretary, Board of Management

Appendix 1

Categories of Personal Data

- Contact details such as name, title, addresses, phone numbers, email addresses;
- Date of birth;
- Gender;
- Civil status and dependants;
- Next of kin and emergency contact information;
- Start and end dates of employment;
- Location of employment or workplace;
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process);
- Employment records (including job titles, work history, garda vetting applications and outcomes, OHS documentation including referrals and outcomes, working hours, holidays, training record, professional memberships);
- Performance information;
- Disciplinary and grievance information;
- Personal Public Service Number (**PPSN**);
- Bank account details, payroll records and tax status information;
- Salary, annual leave, pension and benefits information;
- Information about your use of our information and communications systems;
- Annual and other types of leave;
- Information about your health, including any medical condition, health and sickness records, including:
- OHS referrals and outcomes;
    - where you leave employment and the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision;
    - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
    - where you leave employment and the reason for leaving is related to your health, information about that condition needed for pensions and permanent health insurance purposes.
- CCTV footage and other information obtained through electronic means such as fob or swipe card records**;**
- Photographs.