

Meánscoil na mBráithre Críostaí, Cill Chainnigh

Christian Brothers Secondary School, Kilkenny.

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CBS Kilkenny PRIVACY NOTICE May 2025

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

The term *parents* refers to legal guardians also.

Introduction

By enrolling in and attending CBS Secondary School Kilkenny the student and his parents acknowledge that personal data will be processed by the school. This Privacy Notice provides information about what personal data is collected, why it is collected, with whom it is shared and why, retention periods and the rights of the individual under General Data Protection Regulation (GDPR).

The CBS Kilkenny Data Protection Policy can be found on www.cbsskilkenny.ie.

Legal Basis for Sharing

- General Data Protection Regulation
- Certain student data may be shared with the HSE for the purpose of the School Health Programme. The legal basis for this is:
GDPR Article 6:— processing is necessary for compliance with a legal obligation to which the controller is subject;
GDPR Article 9:— processing is necessary for the purposes of preventive medicine, medical diagnosis, the provision of health treatment or the management of health systems and services on the basis of law;
and
— processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health on the basis of law.
Infectious Diseases (Amendment) (No. 2) Regulations 2024;
Health (Provision of Information for Health Examination and Treatment Service) Regulations 2024.

What information is collected?

CBS Kilkenny needs and uses personal data of all students. The personal data collected can include information about identity and contact details: images/photos, CCTV footage, family details, admission/enrolment details, previous schools, academic progress, PPS number, special educational needs, nationality, language, religion, medical data, information about behaviour and attendance, information about health, safety and welfare, financial information (regarding fees and grants) and other personal data.

If a student is under 18 years when enrolled, the school collects the name, address, contact details and other information about the parents. Also, parents are consulted and asked to give consent for certain things like taking of photographs, going on school trips etc.

How is the information used?

Personal data is used for normal day to day school operations and for purposes including:

- application for enrolment
- to provide appropriate education and support
- to monitor academic progress
- to care for health and well-being
- to care for staff and students
- to process grant applications and fee payments
- to coordinate, evaluate, fund and organise educational programmes
- to comply with legal obligations as an education body
- to comply with monitoring and reporting obligations to Government bodies
- to process appeals, defend against litigation, resolve disputes, etc.

With whom is the information shared?

The school shares personal data with third parties, including Government bodies. This includes:

- Department of Education and Skills (DES)
- State Examinations Commission (SEC)
- National Council for Special Education (NCSE) – if a young person is placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements (Circ 80/2024).
- Child and Family Agency, TUSLA
- An Garda Síochána
- Health Service Executive (HSE) - certain student data may be shared with the HSE for the purpose of the School Health Programme
- Department of Social Protection.
- Revenue Commissioners

The level of sharing and the nature of what is shared depend on various factors. The government bodies to which the school transfers personal data will use personal data for their own purposes (including verifying other information they already hold, etc.) and they may aggregate it with other information they already hold. The school also shares personal data with third parties including the insurance company and other service providers e.g. IT providers, security providers, legal advisors etc. The school is legally required to provide certain records relating to the progress of a student (under 18 years) in his education to the student's parents/guardians, including results of examinations. Requests for access to data are considered on a case by case basis and dealt with in line with GDPR.

The school does not transfer your personal data to a third party or international organisation.

How long is data held?

Some personal data is only kept for a short period and will be destroyed at the end of an academic year because it is no longer needed. Some data is retained for longer periods, including after a student leaves CBS Kilkenny.

What are an individual's statutory rights?

Every individual has the:

- Right to complain to supervisory authority.
- Right to be informed
- Right to access information
- Right to rectification
- Right to erasure
- Right to data portability
- Right to object to processing of personal data
- Right of restriction
- Right to not be subject to a decision based solely on automated processing.

Approval

This Privacy Notice has been approved by CBS Kilkenny Board of Management.

Signed: _____

Date: _____

Chairperson, Board of Management