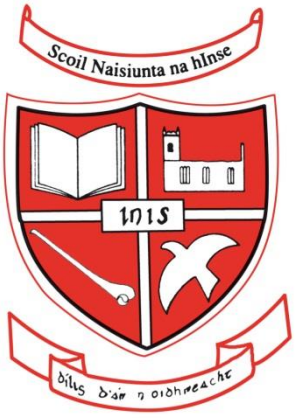
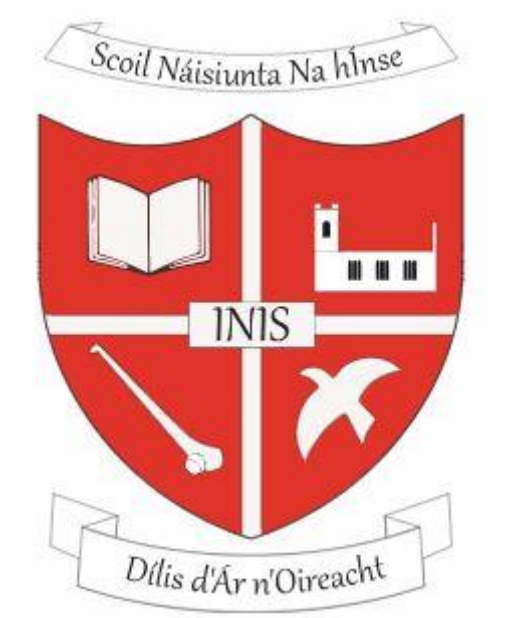


Data Protection Policy and Privacy Statement Appendix

Reviewed April 2020

Ennis National School

Appendix 1



Subject Access Request Form

Request for access to Personal Data under the General Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018.

Notes:

1. **In order to respond to your request for personal data, you will need to provide us with adequate Proof of Identity.**
2. **Where a request is manifestly unfounded, excessive, of a repetitive nature or where more than one copy of the data is sought, a fee may apply.**
3. **You may contact our Data Protection Officer to assist you in the completion of this Form.**
4. **A copy of our Privacy Statement is available on our website:**

Data Retention
We will only keep a copy of these documents until your subject access request has been fully processed and issued to you and all relevant review or appeal procedure timelines have expired.

Please complete **all parts** of this Form **in full**.

Part 1 – Details of Data Subject (Your Details)

Contact Details *(in block capitals)***:**

Name:
_____

Surname:
_____

Address:
_____

_____

_____

Eircode:
_____

Contact Phone Number:
_____

E-mail Address (where applicable):
_____

Part 2 – Details of Request

Help Us to Help You!

To assist us in locating the data you are requesting, please include as many specific details as possible in relation to your interactions with us in the past (e.g. please state the area(s) of the organisation you have corresponded with/the types of information you may have shared with us etc).

_____
_____
_____
_____
_____
_____

Please tell us the relevant period of time or timelines involved (i.e. the relevant dates e.g. *01 January 2018 – 31 December 2018* for which you are seeking the personal data).

_____
_____

Please provide us with any reference numbers relating to your contact with us in the past (e.g. previous correspondence references, case reference numbers, etc.).

_____
_____
_____

Please provide us with any other specific details that you feel are relevant in assisting us in locating your personal data. (e.g. by providing us with as much detail as possible in relation to your access request, we will be able to assist you more efficiently).

_____
_____
_____
_____
_____
_____

Part 3 – Checklist & Declaration

Please remember to check that you have:

1. Completed the Subject Access (SAR) Request form in full - YES/NO
2. Signed and dated the Declaration on page 4 - YES/NO
3. Provided us with sufficient details to locate your personal data - YES/NO
4. Provided adequate Proof of Identity - YES/NO

I declare that all the details I have provided in this Form are true and complete to the best of my knowledge.

Signature of Requester: _____

Date: _____

Please return the completed Form by post to:

Or by e-mail to:

Further information on Data Protection:

- The website of the Data Protection Commissioner – www.dataprotection.ie or
- Make contact with the Office of the Data Protection Commissioner by phone on Tel. (1890) 252231 or by email at: info@dataprotection.ie.

Appendix 2

Breach Report Form

This form is to be completed with the presence of the individual(s) who discovered the breach, where involved in the detection and or notification of the breach along with the data protection officer or party responsible for data protection within the organisation.

Section 1 - Your Details

Name	
Phone Number	
Email Address	

Section 2 - Breach Severity

Please tick

Low		The breach is unlikely to have an impact on individuals, or the impact is likely to be minimal
Medium		The breach may have an impact on individuals, but the impact is unlikely to be substantial
High		The breach may have a considerable impact on affected individuals
Severe		The breach may have a critical, extensive or dangerous impact on affected individuals)

Section 3 - The Breach

Data & Time the breach happened:	
Is this estimated?:	
Date & Time the breach was detected:	
Is this estimated?:	
Did you notify the affected individuals?:	
Is the breach ongoing?:	

What was the nature of the breach? (Please tick)	
Encrypted Device Lost / Stolen	
Unencrypted Device Lost/Stolen	
Paper Lost/Stolen	
Unauthorised Access	
Cyber Attack	
Other	

Describe the breach and how it occurred:

What identifying details on individuals where disclosed in the breach? (Please tick)

Data Subject Identity (name, address, birth date)	
PPSN (or other national id number)	
Contact Details	
ID Data (Passport, Drivers Licence etc.)	
Economic or financial Data	
Location Data	
Criminal Offence Data	

Please list any other identifying information that was disclosed in the breach outside the list above:

If special category data was included in the breach please tick which special category data was included: (please tick)	
Racial or Ethnic Data	
Political Data	
Religious or Philosophical belief Data	
Trade Union Membership Data	
Sex Life Data	
Health Data	
Genetic Data	
Biometric Data	

How many individuals are affected by this breach?

What number of data records are involved?

Are data subjects in other EU member states likely to be affected?

Are data subjects in other EU member states likely to be affected?

Describe the relevant technical & organisation security measures that where in place prior to the breach:

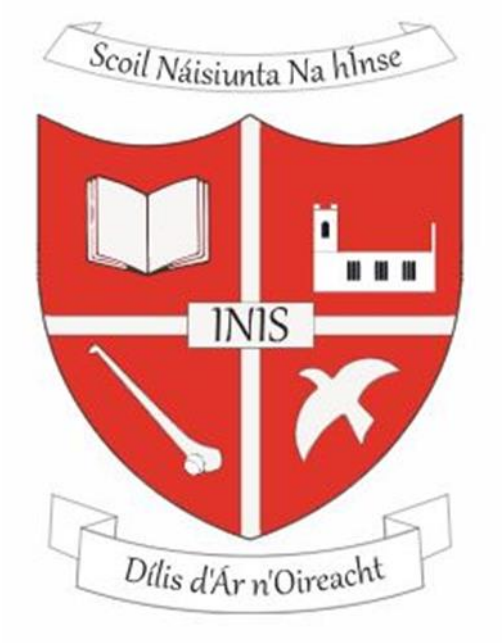
What measures have you taken or propose to take to address the breach and mitigate its affects:

Are these mitigating measures implemented?

In your view what are the potential consequences of the breach for the affected individuals? (please tick)	
Loss of control of their personal data	
Limitation of their rights	
Discrimination	
Identity Theft	
Fraud	
Financial Loss	
Reputational Damage	
Other	

Have you secured or retrieved the breached data?

Appendix 3



Data Retention Periods for Schools

Pupil Related	***Retention Periods***
School Register/Roll Books Enrolment Forms Disciplinary notes Test Results – Standardised Psychological Assessments etc. SEN Files/IEPS Accident Reports Child Protection Reports/Records S.29 Appeals	Indefinitely Hold until Pupil is 25 Years Never Destroy Hold until pupil is 25 Years Never Destroy Never Destroy Never Destroy Never Destroy Never Destroy
Interview Records	
Interview Board Marking Scheme Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken

Staff Records	
Contract of Employment Teaching Council Registration Vetting Records Accident/Injury at work Reports	Retention for duration of employment + 7 years (6 years to make a claim against the school plus 1 year for proceedings to be served on school)
BoM Records	
BOM Agenda and Minutes CC TV Recordings Payroll & Taxation Invoices/receipts Audited Accounts	Indefinitely 28 days normally. In the event of criminal investigation – as long as is necessary Revenue require a 6-year period after the end of the tax year Retain for 7 Years Indefinitely
Why, in certain circumstances, does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age? *The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6-year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The Statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.*	