



ALEXANDRA COLLEGE

DUBLIN

Application Privacy Notice

1. Introduction

By applying to, enrolling in, and/or attending Alexandra College, you acknowledge that your personal data (including special category personal data) shall be processed by Alexandra College.

2. The information we collect on Application

- a. Alexandra College's Admission Policies are on our website and set out the criteria for admission to the College. Please read the policy before completing the application. The information requested on our application form is required to process your application for admission to the school. The information provided by you will be treated confidentially and processed in line with the school's Admission Policies.
- b. Any personal data provided on the application form will be used to:
 - i. identify applicants
 - ii. process an application in line with the school's admissions policy
 - iii. communicate with parents/guardians about an application
 - iv. notify parents/guardians of the outcome of an application.
- c. The information will be retained for an appropriate period after processing to address any potential queries arising from the application process or added to the student's school file in the case of admitted applicants.
- d. In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admission may be shared with the board of management of another school or the patron to facilitate the efficient admission of students. This information may include the date on which an application was received by the school, the date on which an offer was made and the date on which an offer was accepted. Personal information concerning applicants may also be shared, including their name, address, date of birth and PPS number.
- e. Further information on the handling of your personal data, including how to exercise your rights under GDPR, is set out in the school's Data Protection Policy.

3. Contact

If you would like to discuss anything in this privacy notice, please contact the College Principal, Barbara Ennis at Barbaraennis@alexandracollege.ie.