



# ALEXANDRA COLLEGE DUBLIN

## Privacy Notice

### 1. Introduction

- a. By applying to, enrolling in, and/or attending Alexandra College, you acknowledge that your personal data, including any special category personal data, will be processed by Alexandra College.
- b. This Privacy Notice gives you 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 data protection rights. Please also read our Data Protection Policy.

### 2. Who we are

- a. We are Alexandra College Dublin, an independent day and boarding school for girls from 3-19. We educate in a Church of Ireland ethos.
- b. Our address and contact details are Alexandra College Dublin, Milltown, Dublin 6.
- c. We provide primary education in our Junior School and secondary level education in our Senior School. We provide for flexi-; 5- ; and 7-day boarding in our Residence House on our Milltown campus.

### 3. The information we collect about you

- a. When you apply to, enrol as and/or attend as a student at Alexandra College, we collect and use your personal data.
- b. The personal data we collect and use can include information about your identity and contact details; video and film images, including CCTV and livestream, audio, photos; family details; guardian details; admission/enrolment details; previous schools; academic and extracurricular progress and needs; PPS number; special educational needs; nationality; residence; languages; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; likes and dislikes; financial information (fees, grants, scholarships etc); and other personal data.
- c. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about you and your parents/guardians; your parent/guardian is consulted and asked to give consent for certain things like taking your photograph; showing you, your work and your successes on our website, school materials and social media; filming, recording, live streaming classes in which you participate, going on school trips etc.

### 4. The information we collect on Application

- a. Alexandra College's Admission Policies are available 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 the 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.

#### **5. How we use your information and the legal basis**

- a. We use your personal data for purposes including:
  - i. to process and make a decision about your application for admission to the College;
  - ii. to provide you with appropriate education and support;
  - iii. to monitor your academic progress;
  - iv. to care for your health and well-being;
  - v. to care for our staff and students;
  - vi. to celebrate your endeavours and successes;
  - vii. to communicate with your parents/guardian;
  - viii. to tell the story of the College in print, on our website, in social media or in other media it is invented and developed;
  - ix. to process grant applications, fees, charges, and scholarships;
  - x. to coordinate, evaluate, fund and organise educational programmes;
  - xi. to comply with our legal obligations as an education body;
  - xii. to register for, organise, participate in competitions, matches, conferences, outings and other school related events
  - xiii. to comply with our monitoring and reporting obligations to Government bodies;
  - xiv. to process appeals, resolve disputes, and defend litigation.
- b. For further information on what data we collect, why we collect it, how we use it, and the legal basis for using it, please see our Data Protection Policy.

#### **6. With whom we share your information**

- a. Your personal data are handled securely and are not used or shared by the College inappropriately.
- b. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of

Education and Skills - PPOD<sup>1</sup>, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners.

- c. The level of sharing and the nature of what is shared depend on various factors. 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, 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). We are legally required to provide certain records relating to the progress of a student (under 18 years) in her education to the student's parents/guardians, including results of examinations.
  - d. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy
  - e. We do not engage in automated decision making/profiling.
- 7. How long we hold your data**
- a. Personal data is destroyed when it is no longer needed. Some personal data is only kept for a short period - for the school year or for the duration of your time as a student with the College. Some data we retain for a longer period - it is retained after you leave the College.
  - b. The school uses technical and organisational measures to ensure an appropriate level of data security.
- 8. You have these statutory rights:**
- a. Right of access.
  - b. Right to rectification.
  - c. Right to be forgotten.
  - d. Right to restrict processing.
  - e. Right to data portability.
  - f. Right to object
  - g. Right not to be subject to automated decision making/profiling.
  - h. Right to withdraw consent
  - i. Right to complain to supervisory authority.

You may exercise them at any time.

**9. Contact**

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

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<sup>1</sup> Here is the DES P-POD Privacy Notice. It sets out how the DES uses any personal data that the school is obliged to share <https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/privacy-notice-for-ppod.pdf>