



The Billie Barry Stage School
PERSONAL DATA PROTECTION POLICY

Version	2.0
Date	September 2018
Owner	The Billie Barry Stage School
Related GDPR Articles	All articles
Related Documents	Privacy Notice Data Retention Policy Data Subject Access Request



Table of contents

1. Introduction	3
2. Who is this policy for?	3
3. Reference Documents	3
4. Definitions	4
5. Basic Principles.....	5
6. Building Data Protection into the The Billie Barry Stage School Services	6
7. Fair Processing Guidelines	7
8. Organisation and Responsibilities.....	8
9. Response to Personal Data Breach Incidents	8
10. Audit and Accountability	8
11. Conflicts of Law	9
12. Validity and document management.....	9



1. Introduction

The Billie Barry Stage School (Referred to as *the School* throughout this document) strives to comply with applicable laws and regulations related to Personal Data protection in Ireland.

This policy document outlines the basic principles by which the School handles the personal data of parents, children, suppliers, employees and other individuals who are involved with the service. This policy indicates the responsibilities of its employees, contractors, volunteers and students while processing personal data.

Examples of personal data we hold would be the information on each child

- Medical instructions and allergy information,
- Dates of birth (so we can ensure we celebrate a child's birthday)
- Legal guardian contact information etc.

This information needs to be in the classroom for operational reasons. We will ensure that we take all reasonable measures to keep it safe; it is in a folder, in a cupboard out of reach and out of sight.

We also collect information from the parent or guardian about their child for registration purposes on PIP. This information is required for children to be registered for various schemes (ECCE, CCSP, TEC, CCS). We ensure that we protect that information and dispose of it confidentially at the appropriate time.

This document outlines The School policy for Personal Data Protection.

2. Who is this policy for?

All employees either permanent or temporary, all contractors, all volunteers and students need to read and understand this document so they are fully aware of the policy of the School. This policy is available on request to outline how we obtain, hold and process personal data.

3. Reference Documents

There are certain legal documents that are relevant to this policy and we refer to these documents throughout. For your information these documents are listed below:

- EU GDPR 2016/679 (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons about the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC)
- Irish Data Protection Act, 1988 and Amended Act 2003



- Future modifying legislation. This will be incorporated into this policy and the policy amended and enhanced as the need arises.

4. Definitions

The School has listed below several key definitions of terms that are used in this document for your information. They are specifically drawn from Article 4 of the European Union's General Data Protection Regulation:

Personal Data

Any information relating to an identified or identifiable natural person ("**Data Subject**") who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Sensitive Personal Data

Often called Special (Personal) Data, this is Personal data which are, by their nature, particularly sensitive in relation to fundamental rights and freedoms merit specific protection as the context of their processing could create significant risks to the fundamental rights and freedoms. That personal data includes data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data for uniquely identifying a natural person, data concerning health or sexual orientation.

Data Controller

The natural or legal person, public authority, agency or any other body, which alone or jointly with others, determines the purposes and means of the processing of personal data.

Data Processor

A natural or legal person, public authority, agency or any other body which processes personal data on behalf of a Data Controller.

Processing

An operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of the data.



5. Basic Principles

The School is a Data Controller. Therefore, it is responsible for the data that it obtains and must demonstrate compliance with the data protection principles as listed below.

The principles listed below outline the basic responsibilities for the School when handling personal data.

Lawfulness, Fairness and Transparency

Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject.

There are three components to this principle; Lawfulness, Fairness and Transparency and they are all linked. The person can be told what processing will occur (Transparent), the actual processing must match this description (Fair), and finally the processing must match one of the six purposes specified in the GDPR (Lawful). When it comes to (Lawful) The School relies on two GDPR fundamentals which are Contractual Obligations and Legitimate Interest for the processing that it undertakes.

Purpose Limitation

Personal data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

We define the personal information we collect, what is going to be used for and we ensure that the personal information we hold is used for the intended purpose only.

We do that through our privacy notice, our terms and conditions and our consent forms.

Data Minimisation

Personal data must be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.

We only collect/hold the data we need to run the school.

Accuracy

Personal data must be accurate and, where necessary, kept up to date.

We strive to keep personal information up to date and accurate. Data subjects should notify the School if their data needs to be updated. For example, a new phone number or home address. Data subjects (people), can request any information held on them by the School as this is their right, they can also request correction or completion of information relating to them.



Storage Period Limitation

Personal data must be kept for no longer than is necessary for the purposes for which the personal data are processed.

We consider the legal and contractual requirements and retention periods for information. There may be circumstances where we are required to hold certain data beyond the outlined time, for example in the event of an accident or incident or as a statutory requirement by Revenue or some other Lawful Agency.

Integrity and confidentiality

Processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage using appropriate technical and organisational measures

Only authorised personnel have access to the personal information that The School collects. Only those that require access have it. The physical security of the filing cabinets and rooms are considered and locked when not in use. Access to electronic devices that hold personal data are restricted to the staff that use them on a regular basis.

Accountability

The School is responsible for and must be able to demonstrate compliance with the principles outlined above.

All third-party contractors, (dance teachers, payroll, HR advisors) that provide the School with services have a contract of services in place. The contract outlines that any personal information processed by the third party is being processed in compliance with the six principles outlined above.

6. Data subject rights

Collection of Data

The Billie Barry Stage School strives to collect the least amount of personal data possible.

Any collection of personal data is from the data subject or that data subject's parent or guardian.

Using the Data, Retaining the Data and Disposing of the Data

The School ensures the accuracy, integrity and confidentiality of personal data based on the processing purpose. Adequate security mechanisms designed to protect personal data are used to prevent it being stolen, misused, or abused, and to prevent personal data breaches.



Disclosure to Third Parties

Whenever the School uses a third-party supplier to process personal data on its behalf, the School ensures that this processor will provide security measures to safeguard personal data that are appropriate to the associated risks.

The School contractually requires the supplier to provide the same level of data protection. The supplier must only process personal data to carry out its contractual obligations for the School or upon the instructions of the School and not for any other purposes.

Rights of Access by Data Subjects

When acting as a data controller, the School will provide data subjects with a reasonable access mechanism to enable them to access their personal data, and must allow them to update, rectify, erase, or transmit their Personal Data, if appropriate or required by law.

Data Portability

Data Subjects have the right to receive, upon request and without charge, a copy of the data they provided to us in a structured format and to transmit those data to another controller. The School will ensure that such requests are processed within one month, are not excessive and do not affect the rights to personal data of other individuals.

Right to be Forgotten

Upon request, data subjects have the right to ask for the erasure of their personal data. This is subject to the normal rules of contractual engagement, the School's legitimate interest and Statutory provisions. The School has no interest in holding information for longer than is required and will not do so without good reason.

Fair Processing Guidelines

Personal data is processed when explicitly authorised by the School.

Notices to Data Subjects – Privacy Notice

At the time of collection, or before collecting personal data for any kind of processing activities the School will inform data subjects of the following:

- the types of personal data collected
- the purposes of the processing
- processing methods
- the data subjects' rights with respect to their personal data,
- the retention period,



- if data will be shared with third parties

This information is provided through the Privacy Notice.

Where personal data is being shared with a third-party, the School must ensure that data subjects have been notified of this through a Privacy Notice.

Where sensitive personal data is being collected, the School must make sure that the Privacy Notice explicitly states the purpose for which this sensitive personal data is being collected.

Obtaining Consent

The School only seeks consent for the promulgation of images, videos etc of Pupils. All other data is sought based on Contractual Obligation or Legitimate Interest. The School is responsible for providing data subjects with options to provide the consent and must inform and ensure that their consent can be withdrawn at any time.

Personal data must only be processed for the purpose for which they were originally collected. If the School wants to process collected personal data for another purpose, the School will seek the consent of its data subjects in clear and concise writing for that new process.

7. Organisation and Responsibilities

The responsibility for ensuring appropriate personal data processing lies with everyone who works for or with the School who has access to personal data processed by the School.

8. Response to Personal Data Breach Incidents

The School strives to ensure confidentiality in all our communications with third parties via email, post and text. When the School learns of a suspected or actual personal data breach, it will perform an internal investigation and take appropriate remedial measures in a timely manner.

Where there is any risk to the rights and freedoms of data subjects, the School must notify the Irish Data Protection Authorities (Data Commissioner) without undue delay and within 72 hours. All the effected persons must be informed also.

9. Audit and Accountability

Checks are carried out on the implementation of this policy regularly.



10. Conflicts of Law

This Policy is intended to comply with the laws and regulations in Ireland in which the School operates. In the event of any conflict between this Policy and applicable laws and regulations, the latter shall prevail.

11. Validity and document management

This document is valid from 28th May 2018.