

Prior links with school (if any)	No	Yes	Name/s	Years attended
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If yes, please provide details.				
Is the applicant a brother of a current student? If yes, please provide details.				
Is the applicant a brother of a former student? If yes, please provide details.				
Is the applicant a son or grandson of a former student?				

Parent /Guardian Details:

PLEASE ENSURE THAT YOU PROVIDE A WORKING EMAIL ADDRESS AND MOBILE PHONE NUMBER AS MOST COMMUNICATION WILL BE BY EMAIL OR TEXT

Surname: _____	Surname: _____
First Name: _____	First Name: _____
Relationship to Student: _____	Relationship to Student: _____
Tel (home): _____	Tel (home): _____
Mobile No: _____	Mobile No: _____
Email Address: _____	Email Address: _____
Postal Address: _____	Postal Address: _____

PLEASE READ – Privacy Notice

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 in order 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.

Data Controller

Garbally College

Garbally Park, Mackney, Garbally Demesne, Ballinasloe, Co. Galway.

T: 0909 642 504 | E: info@garballycollege.com

Personal Identifiable Information (School)

We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal data from data subjects at various stages of our enrolment process including:

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme;
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments and exam results;
- State Examination Results;

How we use collected information

We use your personal data for purposes including:

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

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Garbally College's Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. The sharing of student personal data and the nature of what is shared depends on various factors.

The Government bodies to which we transfer personal data will use that data for their own purposes (including: to verify other information they already hold etc.) and they may aggregate it with other information they already hold about the data subject and the data subject's family. We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors, consultants etc). In accordance with our Photography Policy we may share photographs & video on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- Request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- Request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- In some circumstances, request the erasure of your personal data or object to the processing of your data;
- Obtain restriction of processing in some circumstances;
- Object to any processing in some circumstances;
- In some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- If we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- Lodge a complaint with a supervisory authority. In Ireland, this is the office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.

I/we confirm that all of the information supplied is complete and correct. []

Signature/s of Parent/s or Guardian/s: _____ Date: _____

