

Privacy Notice to students (and their parents/guardians)

By applying for and/or attending a LWETB school you acknowledge that your personal data shall be processed by LWETB. This Privacy Notice gives you some information about who we are, what personal data we collect about you, why, who we share it with and why, for how long we keep it, and your rights.

1. We are Longford and Westmeath Education and Training Board (LWETB). We provide a wide range of education, including second level education. For further information, see our website www.lwetb.ie
2. When you are a student with LWETB, we collect and use your personal data, including information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; medical data; information about behaviour, attendance, health, safety and welfare, financial information (e.g. fees, grants, scholarships etc). If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians, and ask them for consent for things like taking your photograph, going on school trips etc. 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 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.
3. We share your personal data with third parties, including other Government bodies, such as the State Examinations Commission, the Department of Education and Skills, SUSI (for PLC students), QQI (for PLC students), TUSLA, An Garda Síochána, HSE, the Department of Social Protection. These bodies use your personal data for their own purposes, including for verification and fraud prevention, and they may combine it with information they already hold about you and your family. We also share your data with our insurance company, IT providers, security providers, legal advisors etc, and other schools (e.g. if you change school), work-experience placements and future employers (e.g. for reference requests) etc. We are also obliged to tell your parents/guardians about your educational progress (e.g. exam results) if you are under 18.
4. We will keep your data safe and secure and only for as long as is necessary, after which time it will be securely deleted/destroyed.
5. You and your parents/guardians have several rights under data protection law when it comes to the way we handle your data, including: the right to request a full copy of all of your data; the right to ask questions about the way we handle your data and to object if you don't think we are doing it properly.

For further information on any of the above, please see our Data Protection Policy [here](#) or contact the Data Protection Office at dp@lwetb.ie

Consent

Photographs/Videos

The school takes and keeps photographs/videos of students and of school events, activities and achievements over the years, in the interest of creating a record of life at the school. Photographs/videos may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture.

- If you consent to having your/your child's photograph/video taken as part of school activities and included in all such records, please tick here ☐
(You can change your mind about this any time in the future — just let the school know)
- If you **do not** consent to having your/your child's photograph/video taken and included in such records, please tick here ☐
- If you consent to having your/your child's photograph/video taken and included in school records, but would prefer not to have the images appear on the school website, in school brochures, yearbooks, newsletters etc., please tick here ☐

Displaying coursework/artwork/projects

We would like to display student work in the school as a way of promoting the school and inspiring fellow students.

- If you consent to us displaying your/your child's work, please tick here ☐
(You can change your mind about this any time in the future — just let the school know)
- If you **do not** consent to us displaying your/your child's work, please tick here ☐

Student Name: _____

Signed: _____
Parent/Guardian/Student (where over 18)

Date: _____