

**Website Privacy Statement**

We at St. Patrick’s National School respect your right to privacy and comply with our obligations under the Data Protection Acts 1988 and 2003. The purpose of this Website Privacy Statement is to outline how we deal with any personal data you provide to us while visiting this website - www.stpatricksnsdalkey.ie. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of these other websites. Naturally, if you are not happy with this Website Privacy Statement you should not use this website.

**1. Types of information collected**

We retain two types of information:

"Personal Data"

This is data that identifies you or can be used to identify or contact you and may include your name, address, e-mail address, user IP addresses in circumstances where they have not been deleted, clipped or anonymised and telephone number. Such information is only collected from you if you voluntarily submit it to us.

"Non-Personal Data"

Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all visitors to our website. This Non-Personal Data comprises information that cannot be used to identify or contact you, such as demographic information regarding, for example, user IP addresses where they have been clipped or anonymised, browser types and other anonymous statistical data involving the use of our website.

**2. Purposes for which we hold your Information**

Non-Personal Data:

We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise our website.

Personal Data

We will process any Personal Data you provide to us for the following purposes:

 (a) to contact you if required to respond to any communications you might send to us;

 (b) to contact selected school staff that you have requested to be contacted on your behalf

 (c) to process any payments from you i.e. book rental, extracurricular activities or school tours

**3. Disclosure of information to third parties**

We do not provide Non-Personal Data to third parties.

We will not disclose your Personal Data to third parties unless you have consented to this disclosure or unless such information is required by the third party to fulfil your request (in such circumstances, the need for disclosure to a third party will have been notified to you at the time your data is collected and that third party will be bound by similar data protection requirements). We will disclose your Personal Data if we believe in good faith that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order, or other statutory requirement.

Use of Cookies

St. Patrick’s National School uses cookies for temporary sessions and page content mode.

**4. Security**

Your Personal Data is held on secure servers which are hosted by PDST Technology in Education for up to 7 years\*. The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet. No data transmission over the Internet can be guaranteed to be 100% secure.

However, we will take all reasonable steps (including appropriate technical and organisational measures) to protect your Personal Data.

Credit card details processed on line are via a secure on line payment and St. Patrick’s National School does not have access to this information.

**5. Updating, verifying and deleting personal data**

You may inform us of any changes in your Personal Data, and in accordance with our obligations under the Data Protection Acts 1988 and 2003 we will update or delete your Personal Data accordingly. To find out what Personal Data we hold on you, to request a copy of your personal data or to have your Personal Data updated, amended or removed from our database, please contact us at stpatricks2@gmail.com. Any such data subject requests may be subject to the prescribed fee.

**6. Changes to the website privacy statement**

Any changes to this Website Privacy Policy will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We encourage you to periodically review this Statement to stay informed about how we are helping to protect the personal information we collect. Your continued use of this website constitutes your agreement to this Privacy Statement and any updates.

**7. Enforcement of this privacy statement**

If you have any questions regarding the above statement please contact a member staff in the school or by post to:

The Data Controller,

St. Patrick’s National School,

Harbour Rd.,

Dalkey,

Co. Dublin

**Footnote**

\* Period of retention

Under the Finance Acts, St. Patrick’s National School is required to retain all financial information and supporting documentation for a period of 7 years.