

Scoil Náisiúnta Baile an Tótais

Ballintotas, Castlemartyr, Co. Cork.



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www.ballintotasns.ie Roll No:15165Q

Privacy Policy

This Privacy Policy explains how Ballintotas National School uses any personal data collected from our customers when they use our website.

Components:

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What data do we collect?

Ballintotas National School collects the following data:

- Personal Identification Information (you name and email address, if you provide it postal address and a phone number) when you send us an enquiry by email, phone or post.

How do we collect your data?

You directly provide Ballintotas National School with most of the data we collect. We collect and process your data, on a consent basis, when you:

- Enrol in the school
- Are a service provider whom we pay for a service
- Voluntarily complete a survey or provide feedback on any of our electronic mediums
- Use or view our website via your browser's cookies.

How will we use your data?

Ballintotas National School collects your data so that we can:

- Process your request and conduct the business of the school.
- Email you with requested information or information we feel is important e.g. school notices, important school related information, notices of interest to parents and wider school community.

How do we store your data?

Ballintotas National School securely stores your data on encrypted machines.

Ballintotas National School will keep your data for the length of time required to provide you with the service you requested from us and the duration legally required by the Department of Education and Skills.

Marketing

Ballintotas National School occasionally would like to send you information about school related information or notices that we think you might like if you have agreed to receive email, you may always opt out at any stage.

You have the right at any time to stop Ballintotas National School from contacting you for purely information purposes.

If you no longer wish to be contacted, please email ballintotasns@gmail.com

What are your Data Protection rights?

Ballintotas National School would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – you have the right to request of Ballintotas National School copies of your personal data. We may charge a small fee for this service.

The right to rectification – you have the right to request that Ballintotas National School correct any information you believe is inaccurate. You also have the right to request Ballintotas National School to complete information you believe is incomplete.

The right to erasure – you have the right to request that Ballintotas National School erase your personal data, under certain conditions.

The right to restrict processing – you have the right to request that Ballintotas National School restrict the processing of your personal data, under certain conditions.

The right to object to processing – you have the right to object to Ballintotas National School processing your personal data, under certain conditions.

The right to data portability – you have the right to request that Ballintotas National School transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us:

Ballintotas National School Data Protection Officer

Email: ballintotasns@gmail.com

Phone: 021-4667513

Write to us:

- Ballintotas National School
Ballintotas,
Castlemartyr,
Co Cork,
Ireland. P25 Y272

What are cookies?

Cookies are small text files that may be stored on your computer, or mobile device, to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

(For further information visit

http://ec.europa.eu/ipg/basics/legal/cookies/index_en.htm)

How are cookies used?

Cookies are used to improve your experience on our website including:

- Remember technical changes or selections you may make between pages, language preference etc.
- Understanding how you use our website.

What type of cookies do we use?

There are a number of different types of cookies, however, **our website does not presently use cookies**. In the future we may use:

Functional cookies: we would use these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in.

Advertising cookies: we would use these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device and IP address e.g. Google Analytics

We do not use any persistent cookies.

How to manage your cookies

You can set your browser not to accept cookies (the above website tells you how to remove cookies from your browser). However, in some cases some of our website features may not function as a result.

As a rule, cookies will make your browsing experience better. If you do prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your

browser or taking a look at [Irish Data Protection website](#) or [the About Cookies website](#) which offers guidance for all modern browsers.

Further information on cookies can be found: [Irish Data Protection website](#) and http://ec.europa.eu/ipg/basics/legal/cookies/index_en.htm

Privacy policies of other websites

Ballintotas National School Privacy Policy only applies to our website, so if you click to another website, you should read their privacy policy.

Changes to our Privacy Policy

Ballintotas National School keeps its' privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 10 November 2020.

How to Contact Us

If you have any questions about Ballintotas National School Privacy Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

- Email: ballintotasns@gmail.com
- Phone: 021-4667513
- Write to us: Ballintotas National School, Ballintotas, Castlemartyr, Co Cork,
Ireland. P25 Y272

How to contact the appropriate authorities

Data Protection Commission
21 Fitzwilliam Square South,
Dublin 2,
D02 RD28
Ireland
Phone: +353 (0)1 761 104 800 (Mon-Fri 9:15-17:15)