



# Student Data Protection Statement

## **Personal Data on this Form:**

*Bray Institute of Further Education/KWETB* is a data controller under the Data Protection Acts, 1988, 2003 and 2018. The personal data supplied on this Data Protection Statement is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the Institute
- determining a student's eligibility for additional learning supports and transportation
- examinations
- Institute administration
- child welfare (including medical welfare)
- to fulfil our other legal obligations.

## **Data Protection Policy:**

A copy of the full Data Protection Policy can be obtained from the Institute or on the KWETB Website, and you and your child should read it carefully. When you apply for enrolment, you will be asked to sign that you consent to your data/your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the Institute. Where the student is over 18 years old, they will be asked to sign their own consent to this.

We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data, you should write to the Institute principal requesting an Access Request Form.

## **School Contacting You**

We would like permission to contact you by SMS/text message or to call you on the telephone numbers provided and to send you email/regular post for all the purposes of:

- Meetings
- Institute Events
- Open days/Sports days
- To notify you of Institute closure (e.g. where there are adverse weather conditions)
- To notify you/your child of non-attendance/late attendance or other conduct related issues.
- To communicate with you in relation to your/your child's educational progress
- \*To contact you in the case of an emergency.
- Other Institute administration related matters

## **Tick box if "yes" you agree with these uses**

I agree for the Institute/centre to contact me in the form of phone/landline call, SMS texts and/or email messages/regular post regarding the purposes as listed above.

**\*Please note:** *Bray Institute of Further Education/KWETB* reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

**While the information provided will generally be treated as private to *Bray Institute of Further Education / KWETB* and will be collected and used in compliance with the Data Protection Acts 1988, 2003 and 2018, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies for the purposes of:**

- student enrolment
- student registration
- allocation of teachers and resources to the Institute
- determining a student's eligibility for additional learning supports and transportation
- examinations
- Institute administration
- Student welfare (including medical welfare)
- to fulfil our other legal obligations.

**Shared with:**

Department of Education & Skills  
Department of Social Protection  
An Garda Síochána  
Health Service Executive  
Tusla (CFA)  
Social workers  
Medical practitioners  
National Educational Welfare Board  
National Council for Special Education  
Special Education Needs Organisers  
National Educational Psychological Service, or (where the student is transferring) to another school/Institute).  
City & Guilds  
QQI  
Pearson Education (BTEC)  
Accounting Technicians Ireland (ATI)  
International Academy of Travel (IAOT)  
International therapy Examining Council (ITEC)  
Institute of Technology Tallaght (ITT) and other related IOT's  
SOLAS

**Photographs of Students:**

The Institute maintains a database of photographs of Institute events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the Institute. Photographs may be published on our Institute website or in brochures, yearbooks, newsletters, local and national newspapers and similar Institute-related productions.

In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the Institute website, brochure, yearbooks, newsletters etc. at any time, you should write to the Institute principal.



## **Consent**

➤ Your/ your child's photograph or video image may be taken and included/used for items such as

**Institute Website  
Institute Social Media Pages (e.g. Facebook page)  
Year Books  
Institute Brochures  
Institute Newsletters  
Institute Prospectus  
Institute Diaries  
Match Programmes and Reports  
KWETB Publications  
KWETB Website  
Print Media  
Institute Events**

I consent to the use of my/ my child's photograph or video image as listed above

I do not consent to the uses of my /my child's photograph or video image listed above

I understand that I can withdraw my consent at any time by writing to BIFE

I understand my rights under Data Protection Legislation, as outlined in our Data Protection Policy.

Name of Student: \_\_\_\_\_  
(BLOCK LETTERS)

Course-Title: \_\_\_\_\_

Course Code: \_\_\_\_\_

Signed: \_\_\_\_\_  
Student (or Parent/Guardian/where student is under 18)

Date: \_\_\_\_\_

***Note to school/ETB: enclose a copy of the KWETB Data Protection Policy in the enrolment pack.***

**THE FULL KWETB DATA PROTECTION POLICY IS AVAILABLE ON [www.kwetb.ie](http://www.kwetb.ie)**