Privacy Notice for the planning for and provision of Continuing Professional Development supports to newly appointed School Principals and Deputy Principals

Purpose

The purpose for which the Department processes this data is to assist in the planning for and provision of CPD supports to newly appointed School Principals and Deputy Principals.

Legal basis

Section 7 of the Education Act, 1998 outlines the Minster for Education's general functions. These include under 7(b) to determine national education policy and under 7(c) to plan and co-ordinate support services. It is agreed national education policy that all newly appointed principals and deputy principals will be offered continuing professional development (CPD) supports in respect of their new positions. This support will be funded by the Department of Education and provided via the Teacher Education Support Services.

Source

Department of Education Payroll Appointment Forms in respect of newly appointed Principals and Deputy Principals

Categories of data subject

School Principal/ Deputy Principal

Categories of personal data

- Name
- Contact details
- School details
- Appointment date as Principal or Deputy Principal

Further Processing

Where the Department intends to further process your data or that of your child for a purpose other than the purposes listed above, the Department will provide you prior to that further processing with information on that other purpose and with any relevant further information on the processing activity and your data protection rights.

Date Modified: March 2022

Recipients of the data

Data Sharing

This data will be shared by the Department with the Department funded Teacher Education Support Services (Professional Development Service for Teachers, Junior Cycle for Teachers and the Centre for School Leadership) in order to support the CPD of newly appointed deputy principals and principals.

Storage period

The data processed and shared will be retained for a period of up to 3 years from the year in which the individual was initially appointed as a Principal and Deputy Principal. This period will ensure adequate time for the planning for and provision of CPD supports.

Third Country

None of your data or that of your child or the tutor's data will be transferred to a country outside of the European Economic Area i.e. the EU and Norway, Iceland and Liechtenstein

Data Subject Rights

Please follow the https://www.gov.ie/en/organisation-information/20f6e1-protecting-personal-data-in-the-department-of-education-and-skills/ for information on your right to access your data and that of your child's.

You may also exercise your right to correct your data, seek to restrict how it may be processed or object to how it may be processed. Your data or that or your child's will not be used for automated decision-making or profiling, please see https://www.dataprotection.ie/en/individuals/rights-individuals-under-general-data-protection-regulation for a the data Protection Commissioner's Guide to Data Subject Rights.

While you have a right to have your data or that of your child deleted the Department may not be able to agree to your request if it is less than 3 years since you submitted your application under this scheme. The Department may not be able to agree to your request for deletion also where your data is subject to the National Archives Act 1986 and no order has been made to dispose of the this category of data under that Act, see guidance from the National Archives :

https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note_GDPR_V4.pdf

You have the right to lodge a complaint with the Data Protection Commissioner, please see: www.dataprotection.ie

Further Information

Further information on how this scheme operates is available at www.pdst.ie; www.jct.ie and www.cslireland.ie

Contact Details

The Department of Education is data controller for the processing of your data. If you have any query in respect of this you may contact the Teacher Education Section by email to: tes@education.ie

Or by post to Teacher Education Section, Department of Education, Athlone, Co. Westmeath, N37 X659

The Department's Data Protection Officer may be contacted by sending an e-mail to dpo@education.gov.ie or by post to Department of Education, Data Protection Unit, Athlone, Co. Westmeath, N37 X659

Date Modified: March 2022