# Privacy Notice for the Home Tuition Schemes

- **For reasons other than special educational needs and medical condition and**
- **For Maternity Related Absences**

**Valid from : 1st July 2022**

**Purpose**

The main purposes for which the Department of Education processes your data and or the data of your child and the data of the tutor engaged by you to tutor your child are:

- To assess eligibility for a grant to cover the cost of tuition of your child in line with the terms of the Home Tuition Grant Scheme for Children other than those with special education needs and medical grounds and the Home Tuition Grant Scheme in respect of Maternity Related Absences as set out below:

    - Processing applications for the provision of a compensatory educational service for children who are temporarily without a school place, without the offer of a school place and who are actively seeking a school placement.
    - Processing applications for the CIC Pilot Home Tuition Grant Scheme which is solely for **Children in Care** who are without a school place due to emergency placement or placement disruption.
    - Maternity Related Absences (MRA)
      To provide applications for the provision of a compensatory educational service for students at Post Primary level whose attendance is significantly disrupted due to their pregnancy.

**Legal basis**

Section 7 (a) of the Education Act, 1998

Article 9 (2) (g) of the GDP Regulations

**Consent**

*N/A*

**Source –**

a) Tusla EWO (other than MRA)
b) School - In the case of Maternity Absences
c) Tusla Social Worker for either scheme
d) Parent and or legal guardian

**Categories of data subject**

- Parent/Legal Guardian
- Child/student to which application refers
- Tutor (s)which the Parent/Legal Guardian is proposing to engage
- Practicing solicitor / Commissioner of oaths / Notary Public / Peace Commissioner
- Educational Welfare Officer
- Social Worker
- School Principal
- Medical Practitioner

**Categories of personal data**

**Parent/Legal Guardian**

- PPSN
- Identity
- Contact details

**Child/Student**

- PPSN
- Identity
- Correspondence from Schools advising no school place and or expulsion
- School placement waiting list
- Evidence of Section 29 Appeal

**Tutor**

- PPSN
- Identity
- Contact details
- Registration with Teaching Council
- Vetting Details
- Child Protection Details
- Public Service Pension Details
- Payroll number

**Practicing solicitor / Commissioner of oaths / Notary Public / Peace Commissioner**

- Identity

**Education Welfare Office (EWO)**

- EWO Identity
- Contact details

**Social Worker**

- Identity
- Contact Details

**Medical Practitioner**

- Identity

**Special Category Data**

Article 9(2)(a) permits you to process special category if: "**the data subject has given explicit consent to the processing of those personal data for one or more specified purposes**"

**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.

**Recipients of the data**

**Data Sharing**

Data may be shared with

(a) Tusla – (Child and Family Agency) where Educational Welfare Officer (EWO) assists the parents/legal guardians in completing the application form. Supplementary information may be requested from/provided by the EWO on a case by case basis. The legal basis for this sharing is the Education (Welfare) Act 2000.
(b) Tusla – (Child and Family Agency) where Social Workers make an application under the Children in Care Home Tuition Scheme. The legal basis for this sharing is the Education (Welfare) Act 2000.
(c) Schools in relation to Maternity Related Absence Scheme

**Data Processor –**

*to be entered where the Department instructs another entity to process personal data on its behalf e.g. cloud service, printer of P60s*

*N/A*

**Storage period**

The data processed will be retained for a period of up to the students 25th birthday and subject to review thereafter.

**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.education.ie/en/The-Department/Data-Protection/Information.html 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 25 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.education.ie

**Contact Details**

The Department of Education is the data controller for the processing of your data. If you have any query in respect of this you may contact Parents and Learners Unit by e-mail hometuitionapprovals@education.gov.ie or by post to Department of Education and Skills Parents and Learners Unit, Cornamaddy, Athlone, County 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.