



DUNBOYNE JUNIOR PRIMARY SCHOOL PRIVACY STATEMENT

Dunboyne Junior Primary is committed to preserving the privacy of all visitors to **dunboynejps.ie** ("our website"). This privacy statement relates to our practices in connection with our website. Dunboyne Junior Primary fully respects your right to privacy. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information using the "contact us" form. By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts, 1988 and 2003 and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011. Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

Personal information which we collect from you

When you visit our website you may wish to provide certain information about yourself, such as when you complete our "Contact Us" form. **Dunboyne Junior Primary** does not collect any personal data about you on this website, apart from the information which you volunteer to send us in the "Contact Us" form.

Non-Personal information which we collect

Where you visit our website, certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, non-individual basis. This information may include the IP address from which you access our website, the type of browser used to access our website (Internet Explorer, Firefox, etc.), the type of operating system used to access our website (Windows, Macintosh, etc.), the "top-level" domain name used (ie., .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website.

Use of your information

Any information which you provide using the "Contact Us" form is not made available to any third parties and is only used by **Dunboyne Junior Primary School** in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) or for any reasonably incidental purpose.

Disclosure to Other People

We do not disclose, sell or distribute any personal information which you send to us to any third parties.

IP Addresses

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to help identify you and to gather broad demographic information.

Cookies

A cookie is a small file sent to your browser from a Web server and stored on your computer's hard drive to identify you as the user of the website. Many internet sites use cookies. Typically they are used by the website to identify the person accessing the website to track the person's use of the site and any repeat visits made by that person. Our school website uses what is called a "session cookie". This cookie is only stored in your browser memory while you are visiting our website. It automatically deletes itself after inactivity on our site or immediately on closing your browser and there is no record of the cookies stored on your computer. Our school website uses cookies to keep track of your access to the site.

By using our website, you agree that we can place these types of cookies on your device. Your browser will give you the option of preventing websites using cookies, or deleting cookies that have been accepted. Your browser's help service or help manual will show you how this is done. If you do not want your browser to accept cookies, you can "turn off" the cookie acceptance setting on your browser setting. However you must note that this may stop our website from working properly on your device. If you do not change your browser settings to refuse cookies, our website will issue cookies when you visit our website. If you continue to use our website, you agree and consent to our use of cookies on your device.

Websites Linked To Our Website

Our website may, from time to time, contain links to and from third party websites. We are not responsible for the practices employed by websites linked to or from our website nor the information or content contained therein. Often links to other websites are provided solely as pointers to information on topics that may be useful to the users of our website.

Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

Security

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under Data Protection Acts, 1988 and 2003. We take our security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our security procedures regularly.

Retention

We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us. Any personal data which you provide to us using this website will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) and after this purpose has been completed, we will delete your personal data.

Accessing Your Information

You are entitled to see the information we hold about you. On written request, we supply copies of your personal data. **See Request for copy of Personal Data**

Request for a copy of Personal Data under the Data Protection Acts 1988 to 2018

Important: Proof of Identity must accompany this Access Request Form (e.g. official/State photographic identity document such as driver's licence, passport).

Full Name:	
Maiden Name (if name used during your school duration)	
Address:	
Contact number *	Email addresses *

* We may need to contact you to discuss your access request

Please tick the box which applies to you:

Parent/Guardian of current <input type="checkbox"/>	Former <input type="checkbox"/>	Current Staff Member <input type="checkbox"/>	Former Staff Member <input type="checkbox"/>
Name of :		Date of Birth:	
Insert Year of leaving:		Insert Years From/To:	

DATA ACCESS REQUEST:

I, [name] wish to make an Access Request for a copy of personal data that Dunboyne Junior Primary School holds about me/my child. I am making this access request under Data Protection Acts 2013 to 2018. To help us to locate your personal data, please provide details below, which will assist us to meet your requirements e.g. description of the category of data you seek. Any other information relevant to your access request (as otherwise it may be very difficult or impossible for the school to locate the data)

I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of Applicant Date: