

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.
- Other(specify if any and remove)

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 Institute/centre: enclose a copy of the Institute's Data Protection Policy in the enrolment pack.

THE FULL KWETB DATA PROTECTION POLICY IS AVAILABLE ON www.kwetb.ie