

Note: The purpose of this privacy notice is to provide pupils and parents with clear and concise information about what we do with personal data.

Irish Guidance Support Service to the European Schools: Privacy Notice

1. Purpose

The purposes for which the Department processes your data are:

- to set up the meeting with the guidance counsellor and for logistical purposes such as sending the meeting link to your email address/letting guidance counsellors know who they are meeting at what time; and
- for reporting at the end of the service, using anonymised data.

2. Legal basis

The lawful bases we rely on for processing your personal data for this purpose are:

- Article 6(1)(e) of the GDPR: *“processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”*; and
- Section 38 of the Data Protection Act 2018, which allows for personal data to be processed lawfully where it is *“necessary and proportionate for the performance of a function of a controller conferred by or under an enactment or by the Constitution...”*. In this case, the function performed by the controller is set out in the Education Act which provides at section 7(1)(c) that it is a function of the Minister to plan and coordinate support services, which are defined in section 2(1) as including *“guidance and counselling services”*.

3. Source

Pupils themselves, as they register and attend the service.

4. Categories of data subject

Pupils of the European Schools and their parents

5. Categories of personal data

- Pupil’s Name
- Pupil’s Email Address

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- Pupil's School
- Year of schooling
- Parent name and contact details

6. Categories of special category data

N/A

7. Further Processing

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

8. Recipients of the data

Your data will be shared with the guidance counsellor for the purpose of providing the counselling service you have registered for.

9. Storage period

Your data will be deleted at the end of the guidance service (April 2024).

Your data may be retained where it is defined as a Department record and is therefore subject to the National Archives Act 1986 and no order has been made to dispose of this category of data under that Act - see guidance from the National Archives [here](#).

10. Third Country

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

11. Data Subject Rights

Please see [Data Subject Rights - how to apply](#) for information on your right to access your data.

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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 will not be used for automated decision-making or profiling. Please see <https://www.dataprotection.ie/en/individuals> for the Data Protection Commissioner's Guide to Data Subject Rights.

While you have a right to have your data deleted, the Department may not be able to agree to your request if it is less than the stated retention period since you submitted your application. 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 this category of data under that Act - see guidance from the National Archives [here](#).

12. How to complain

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

Further Information on how this scheme operates is available at [Guidance Counselling in Schools \(www.gov.ie\)](http://www.gov.ie).

13. 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 the Guidance Support Service for European Schools at guidance@education.gov.ie or by post to Department of Education, Guidance Support Service for European Schools, Curriculum and Assessment Policy Unit, Marlborough Street, D01 RC96

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 Compliance & Support Unit, Athlone, Co. Westmeath, N37 X659.