



Polasaí Cosaint Sonraí

Gaelscoil Inse Chór



Réamhrá

Cuireann Gaelscoil Inse Chór oscailteacht agus comhoibriú chun cinn idir an fhoireann, na tuismitheoirí agus na daltaí mar bhealach chun timpeallacht slán a chur ar fáil inar féidir le páiste forbairt agus barr a chumais a bhaint amach. Is fusa é seo a bhaint amach má tá oscailteacht, trédhearcacht agus comhoibriú ann idir an fhoireann, na tuismitheoirí, na daltaí agus páirtithe leasmhara eile.

Cheap Foireann agus Bord Bainistíochta Gaelscoil Inse Chór an beartas d'fhonn na taifid is gá a choimeád a shainaithint agus d'fhonn rúndacht agus nósanna imeachta soláimhsithe a chinntiú. Baineann na nósanna imeachta leis an rochtain a bhíonn ag tuismitheoirí, daltaí agus páirtithe leasmhara ar dhoiciméid den chineál sin agus le stóráil shábháilte na sonraí.

Réasúnaíocht

- Riachtanas is ea beartas um chosaint sonraí agus choimeád taifead chun a chinntiú go bhfuil nósanna imeachta oiriúnacha curtha i bhfeidhm ag an scoil maidir le freagracht agus trédhearcacht;
- Is nós maith é taifead a choimeád ar dhul chun cinn dalta ar mhaithe le riachtanais fhoghlama a shainaithint;
- Caithfear beartas a chur i bhfeidhm chun a chinntiú go gcomhlíonann Gaelscoil Inse Chór an reachtaíocht chomh maith le h-imlitreacha na roinne, mar shampla;
 1. An tAcht Oideachais, Alt 9(g) a éilíonn go dtabharfaidh scoil rochtain ar thaifid do dhaltaí thar 18 mbliana d'aois agus a dtuismitheoirí;
 2. An tAcht Oideachais (Leas) 2000 - lena n-áirítear forálacha a éilíonn go gcuirfidh scoil tuairisc ar fáil maidir le tinreamh, aistriú daltaí go scoileanna eile agus cumarsáid leis an Oifigeach Leasa Oideachais;
 3. An tAcht um Chosaint Sonraí 1998 agus an tAcht um Chosaint Sonraí (Leasú) 2003;
 4. Imlitir 0056/2011 - maidir le cur i bhfeidhm Straitéis Litearthachta agus Uimhearthachta Náisiúnta a bhaineann le Measúnú;
 5. Imlitir 0024/2013 - maidir le córas na n-éileamh ar líne i mbunscoileanna aitheanta.



6. 0025/2015 - Príomhbhunachar Sonraí ar Líne

Aidhmeanna agus Sainchuspóirí

- Tuiscint a shoiléiriú - i gcomhairle leis an bhfoireann, leis na tuismitheoirí agus leis an mbainistíocht - ar na cineálacha taifead dalta a choimeádtar agus conas is féidir na taifid seo a chur ar fáil.
- Tuiscint a shoiléiriú - i gcomhairle leis an bhfoireann agus leis an mbainistíocht - ar na cineálacha taifead foirne a choimeádtar agus conas is féidir na taifid seo a chur ar fáil.
- Chun a chinntiú go gcomhlíonann Gaelscoil Inse Chór na riachtanais reachtaíochta maidir le teidlíochtaí na ndaltaí, na foirne agus baill eile chomhphobal na scoile ar chosaint sonraí.
- Taifid chuí maidir le dul chun cinn oideachasúil na ndaltaí a chur ar bun, rud a fhágann go mbeidh tuismitheoirí agus na baill foirne ábalta cuidiú le foghlaim an pháiste i mbealach fiúntach agus éifeachtach; agus a chinntiú go mbainfidh daltaí leas as múinteoireacht bhreise chuí.
- Tuairiscí ar dhul chun cinn oideachasúil an pháiste a thabhairt do na tuismitheoirí ar bhealach bríoch.
- Treoirínte follasacha a bhunú ar conas na taifid sin a chur ar fáil do tuismitheoirí, páirtithe leasmhara agus iardhaltaí (thar 18 mbliana d'aois).
- Coinníollacha a leagan amach maidir leis an achar ama a gcoimeádfar na taifid agus na tuairiscí agus an modh ina gcoimeádfar iad.

Na hOcht Rialacha Cosanta Sonraí

1. Bailigh agus próiseáil na sonraí go cóir, cothrom.
2. Ná coimeád na sonraí ach amháin le haghaidh críche sonraithe, sainráite agus dleathaí amháin nó níos mó.
3. Ná húsáid agus ná nocht na sonraí in aon slí a bheidh neamhréir leis na críocha sin.
4. Coinnigh slán sábháilte an t-eolas agus na sonraí.
5. Bíodh na sonraí beacht, comhlán agus suas chun dáta.
6. Déan cinnte de go bhfuil na sonraí leordhóthanach, ábhartha gan a bheith iomarcach.
7. Ná coimeád na sonraí níos faide ná mar is gá.
8. Tabhair cóip de shonraí pearsanta an duine aonair dó/di má iarrann sé/sí sin.

Scóip



Sonraí: Ciallaíonn sin faisnéis i bhfoirm inar féidir í a phróiseáil. Áirítear ann sonraí uathoibrithe (faisnéis ar ríomhaire nó faisnéis a taifeadadh chun í a chur ar ríomhaire ar ball) agus lámhshonraí (faisnéis a choimeádtar mar chuid de chorás comhaid ábhartha nó le hintinn a bheith ina chuid de chóras comhaid ábhartha).

Córas Comhaid Ábhartha: Ciallaíonn sé seo aon tacar d'fhaisnéis, bíodh is nach bhfuil sé ríomhairithe, atá struchtúrtha trí thagairt do dhaoine aonair, nó trí thagairt do chritéir i dtaobh daoine aonair, i dtreo is gur furasta rochtain ar fhaisnéis shonrach i dtaobh daoine aonair ar leith.

Sonraí Pearsanta: Ciallaíonn sé seo sonraí a bhaineann le duine aonair gur féidir é/í a aithint ó na sonraí nó ó na sonraí i dteannta faisnéise eile atá i seilbh an rialaitheora sonraí

Rialaitheoir Sonraí: Ciallaíonn sé seo duine aonair nó aonán dlí a rialaíonn inneachair agus úsáid sonraí pearsanta. Is féidir an scoil a mheas ina rialaitheoir sonraí, an príomhoide ag feidhmiú ar son an Bhoird Bhainistíochta chun na feidhmeanna i gceist a chomhlíonadh.

Treoirínte

Glacann an Príomhoide ról an rialaitheora sonraí agus déanann sé maoirseacht ar chur i bhfeidhm na reachtaíochta maidir le cosaint sonraí laistigh den scoil. Roinntear na sonraí atá faoi chúram an Phríomhoide faoi na fo-theidil seo a leanas:

Sonraí Pearsanta: Baineann na sonraí sin le sonraí pearsanta na ndaltaí, mar shampla, ainm, seoladh, dáta breithe, inscne, náisiúntacht, bunadh eitneach (roghnaitheach), creideamh (roghnaitheach), sonraí leighis, eolas ar réim bia, UPSP, sonraí theagmhála agus ainmneacha na dtuismitheoirí. Coimeádtar na taifid sin i bhfoirm páipéir i gcófra faoi ghlas san oifig, agus i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire. Tá fáil ag an bPríomhoide, an rúnaí agus an Chathaoirleach orthu más gá.

Is éard atá i dtaifid na ndaltaí:

- Sonraí pearsanta an dalta mar a leagtar amach thuas. (Príomhoide, Múinteoir Ranga, Rúnaí)
- Sonraí leighis atá íogair. (Príomhoide, Foireann Teagaisc, Rúnaí, C.R.S.)
- Cártaí tuairisce scoile. (Príomhoide, Múinteoir ranga, Múinteoir Tacaíocht Foghlama)
- Measúnuithe Síceolaíocha/Cliniciúla/Teiripe Shaothair/Cumas Cainte agus Teanga. (Príomhoide, Múinteoir ranga, Múinteoir Tacaíocht Foghlama)



- Torthaí na dTriallacha Chaighdeánaithe. (Príomhoide, Múinteoir Ranga, Múinteoir Tacaíocht Foghlama)
- Taifid Thinrimh (Príomhoide, Múinteoir Ranga)
- Triail Scagtha, mar shampla, MIST agus NRIT. (Príomhoide, Múinteoir Tacaíocht Foghlama, Múinteoir Ranga)
- Trialacha ceaptha ag múinteoirí. Ceapann gach múinteoir ranga a theimpléad nó a teimpléad féin le haghaidh trialacha. (Príomhoide, Múinteoir Ranga, Múinteoir Tacaíocht Foghlama)
- Torthaí ó Thástálacha Diagnóiseacha. . (Príomhoide, Múinteoir ranga, Múinteoir Tacaíocht Foghlama)
- Pleananna Oideachais Aonair. (Príomhoide, Múinteoir Ranga, Múinteoir Tacaíocht Foghlama)
- Sonraí ar Thacaíocht Foghlama/ Acmhainní, mar shampla, taifid de chead/diúltiú fáil ar sheirbhísí Tacaíocht Foghlama/ Acmhainní sa scoil. (Príomhoide, Múinteoir Tacaíocht Foghlama, Múinteoir Ranga)
- Eolas teaghlaigh iomchuí, mar shampla, Orduithe Cúirte a bhaineann le caomhnóireacht etc. (Príomhoide)
- Sonraí maidir le teagmhais iompraíochta nó timpistí. (Príomhoide, Foireann Teagaisc, C.R.S., Rúnaí)
- Foirm Sínithe cead a thabhairt an dalta a iompar ar thuras scoile griangraifeanna a ghlacadh/ an idirlíon a úsáid. (tacaíocht foghlama. Chomh maith leis sin, baintear úsáid as bunachar sonraí scoile ríomhairithe. (Príomhoide, Múinteoir Ranga, Rúnaí)

**** Áit ar bith a luaitear an Príomhoide thuas glactar leis go mbeidh cead ag Cathaoirleach an Bord Bainistíochta an t-eolas a láimhseáil freisin.***

Sonraí Baill Foirne: Baineann na sonraí seo le heolas pearsanta agus proifisiúnta na baill foirne, mar shampla, ainm, seoladh, dáta breithe, sonraí theagmhála, uimhir phárolla, taifid thinrimh, cáilíochtaí, taifid scoile, saoire bhreitheachta, Teastais ón gComhairle Múinteoireachta, Teastais Ghrinnfhiosrúcháin, Forbairt Leantach Ghairmiúil, CV, tuairisceáin scoile, ranganna a múineadh agus sinsearach. Coimeádtar na taifid seo i gcófra faoi ghlas in oifig an rúnaí agus tá fáil ag an gCathaoirleach agus an Príomhoide orthu.

Sonraí Riaracháin: Is éard atá sna sonraí seo:

- Leabhar Tuairisce ar Thimpiste
- Riar Foirme Slánaíochta Leigheasanna
- Polasaithe



- Comhaid FSS
- Cuntaisí
- Tuairiscí Tinrimh

**Coimeádtar cuid de na taifid seo i bhfoirm páipéir in oifig an rúnaí, cuid eile in oifig an Phríomhoide. Coimeádtar cuid dóibh i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.*

I. Comhaid an Bhoird Bhainistíochta:

- Ainmneacha agus sonraí theagmhála gach ball den Bhord
- Sonraí chruinnithe an Bhoird;
- cuntais scoile, íocaíochtaí deontais, íocaíochtaí síntiúis scoile etc.
- Miontuairiscí chruinnithe an Bhoird.
- Comhfhreagras don Bhord ina bhféadfaidh tagairtí do dhaoine aonair a bheith san áireamh.

Coimeádann an Príomhoide, an Cathaoirleach nó an Rúnaí na taifid i bhfoirm páipéir agus tá siad ar fáil i bhfoirm leictreonach ar ríomhaire an Phríomhoide.

Polasaí Iniúchadh na nGardaí

Mar chuid de pholasaí Iniúchadh na nGardaí, déantar iniúchadh ar thuistí trí Phátrún na scoile, a bheadh teagmháil acu le páistí scoile agus iad ag tacú leis an scoil i rólanna éagsúla. Tá an teolas a bhailítear príomháideach agus rúnda agus is é an príomhoide agus duine ainmnithe ón mBord Bainistíochta a fheiceann an teolas amháin a thagann arais ó Phátrún na scoile. Tá an teolas seo dhá stóráil in oifig an phríomhoide. Tá níos mó eolas ar fáil i bPolasaí Iniúchadh na nGardaí scoile.

Fáil ar thaifid

Beidh fáil ag na grúpaí seo a leanas ar na sonraí leagtha amach thuas i gcás inarb ábhartha agus iomchuí;

- Tuismitheoirí/caomhnóirí
- Iardhaltaí thar 18 mbliana d'aois
- Feidhmeannacht na Seirbhíse Sláinte
- Pearsanra scoile ainmnithe thuas
- Roinn Oideachais agus Scileanna
- Bunscoileanna agus scoileanna dara leibhéal (i gcás inarb iomchuí).



Caithfidh tuismitheoirí cead a thabhairt i bhfoirm scríbhinn nó trí ríomhphost a sheoladh sa chás go n-aistrítear sonraí go gníomhairí lasmuigh, mar shampla, gairmithe sláinte etc. Más mian le gníomhairí lasmuigh fáil ar thaifid a iarraidh, caithfidh siad an t-iarratas a chur isteach i scríbhinn agus fógra seachtaine a thabhairt. Tá an ceart chun scriosta agus coigeartaithe sonraí ann más gá aon earráidí a cheartú – déantar é seo de réir an údairaithe chuí agus na nósanna imeachta céanna.

Ag Freagairt d'Iarratais

Tabharfaidh an Rialaitheoir Sonraí freagra d'iarratas laistigh de 40 lá den iarratas.

Stóráil

- ✓ Cuirtear taifid uile na ndaltaí i dtaisce sa scoil ar feadh líon áirithe bliana go dtí go slánaíonn an t-iardhalta aois 25.
- ✓ Coimeádtar na taifid i gcomhad atá laistigh de sheomra stórais agus ar bhunachar sonraí na scoile. Tá na taifid agus na córais ríomhairithe cosanta le pasfhocal.
- ✓ Cuirtear taifid gach ball foirne i dtaisce sa scoil ar feadh tréimhse éiginnte agus/nó de réir treoirlínte na roinne.
- ✓ Cuirtear na taifid eile i dtaisce de réir treoirlínte na roinne;
- ✓ Coimeádann gach múinteoir próifíl den dalta agus roinnt taifead ina s(h)eomra ranga f(h)éin agus cuirtear ar aghaidh iad chuig an gcéad mhúinteoir eile nuair a bhogann an dalta go dtí an chéad rang eile.
- ✓ Coimeádtar na leabhair rolla líonta ar fad in áit den chineál céanna, chomh maith le samplaí d'obair na ndaltaí agus próifílí na ndaltaí.
- ✓ Déantar dramhpháipéir/asphriontaí a stialladh/a dhiúscairt go cúramach.
- ✓ Tá fáil ag pearsanra údairaithe amháin ar na taifid stóráilte.

Córas Slándála Teilifíse



- Déantar córais CST a lonnú sna háitribh ar an taobh amuigh d'fhonn slándáil an fhoirgnimh agus na dtrealamh a bhaineann leis a neartú.
- Is 'sonraí pearsanta' iad na híomhánna inaitheanta a ghlacann córais CST. Dá bharr sin, tá siad faoi réir coinníollacha na nAchtanna um Chosaint Sonraí, 1988 agus 2003.
- Tá údar tugtha ag an mBord Bainistíochta le húsáid CST chun imlíne fhoirgnimh na scoile a rialú chun críoch slándála. Tá an córas ann chun íomhánna a ghlacadh d'ionróirí nó daoine aonair a dhéanfadh damáiste do threalaimh nó a bhainfeadh earraí gan cead. Is bealach é an CST chun cuidiú le slándáil phearsanta daoine a bhfuil cead acu teacht ar shuíomh na scoile.
- Dá réir sin, coimeádfar na híomhánna a ghlacann córas CST ar feadh míosa, ach amháin i gcás go sain-aithnítear saincheist in íomhá ar leith agus coimeádtar an íomhá chun iniúchadh/ionchúiseamh a dhéanamh maidir leis an tsaincheist sin.

Critéir Reatha

- Comhlíonadh na nAchtanna Cosaint Sonraí agus Reacht na dTréimhsí
- Fáil éasca ar thaifid
- Creat curtha ar bun ar mhaithe le héascaíocht tiomsaithe agus tuairiscí a thabhairt
- Stóráil taifead soláimhsithe

Rólanna & Freagrachtaí

Cuirfidh foireann na scoile, faoi stiúir an Phríomhoide, an polasaí i bhfeidhm agus déanfaidh siad monatóireacht air. Déanfaidh gach múinteoir na trialacha ranga ar fad a cheapadh, a thabhairt amach agus a thaifead. Déanfaidh an Príomhoide cinnte go gcoimeádtar na taifid agus go gcuirtear i dtaisce iad, go háirithe taifid na ndaltaí a aistreoidh go scoileanna eile.

Athbhreithniú

Déanfar athbhreithniú ar an bpolasaí seo gach dara bliain nó mar is gá.

Daingniú agus Cumarsáid



Tá an polasaí seo dhá chur i bhfeidhm ó mí Samhain 2018. Cuirfear cóip den pholasaí seo ar fáil do gach ball foirne agus do gach tuismitheoir trí shuíomh idirlín na scoile.

Sínithe: _____

Dáta: _____



Statement from Aladdin Schools/ Ráiteas ó Aladdin Schools

1. INTRODUCTION

This Privacy Statement (together with Our terms of use available at <https://www.aladdin.ie/content/terms> (the “**Terms of Use**”)) sets out the basis on which any personal data We collect from You, or that You provide to Us, will be processed by Us. Please read the following carefully to understand Our views and practices regarding the personal data We collect and how We will treat it. By visiting <https://www.aladdin.ie/> (“**Our Site**”) contacting Us and/or using the Aladdin software (“**Our Services**”) You are accepting and consenting to the practices described in this Privacy Statement.

We may update this Privacy Statement from time to time and will post any changes on Our Site so it might be a good idea to come back and read through it again, from time to time. This Privacy Statement was last updated in April 2018

2. WHO ARE WE?

Any reference to “**We**”, “**Us**” and “**Our**” is to Cloudware Limited t/a Aladdin Schools, with registered address at Aladdin, First Floor, Block 1, Deansgrange Business Park, Co. Dublin, Ireland.

For the purpose of the Data Protection Act 1988 & 2003 (the “**Act**”), in providing Our Services, We act as data processors who process information on behalf of primary schools (the “**School**”) who are the data controllers for the purposes of the Act. The School allows Us to process Your information in connection with the School’s use of Our Services. It is the responsibility of the School to determine how Your information is processed by Us and We will follow the School’s instructions at all times. You should refer to the privacy statement of the School for further information as the School determines the purpose for which Your information will be processed in connection with Our Services.

3. WHO DOES THIS PRIVACY STATEMENT APPLY TO?

This Privacy Statement applies to any person whose information We process on behalf of the School and who would be considered a data subject for the purposes of the Act. References to “**You**” and “**Your**” shall include School staff (both current and past), School pupils (both current and past) and their family, applicants for placement at the School and parents/guardians of children.

4. WHAT INFORMATION DO WE COLLECT FROM YOU?



The information that We collect about You includes:

1. GENERAL DATA – This is information that You may give Us or the School by correspondence by phone, e-mail or otherwise. This includes information You provide when You use Our Site, Our Services and when You report a problem or receive support services in connection with Our Site and/or Our Services. The information You give Us may include but is not limited to the following information that We process on behalf of Schools:
 - your name, address, email address and phone number;
 - information relating to staff and teachers who use Our Site and/or Our Services including (but not limited to) their name, address, email address and phone number;
 - information relating to children who are connected with the School, including (but not limited to), name, address, contact information (including emergency contacts), date of birth, ethnic origin, religion, nationality, photographs, medical information, family history, performance, evaluation, punctuality and attendance information; and
 - information relating to parents or guardians of those children including (but not limited to) their name, address, contact information, and ethnic origin.
2. TECHNICAL DATA - We may collect the following technical information on behalf of Schools:
 - technical information, including the Internet protocol (IP) address used to connect Your device to the Internet, Your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and
 - information about Your visit to Our Site or use of Our Services, including the full Uniform Resource Locators (URL) clickstream to, through and from Our Site and Our Services (including date and time log); page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call Our customer service number.

5. WHAT DO WE DO WITH YOUR INFORMATION?

We may use the information collected in the following ways:

1. GENERAL DATA - We will use this information on behalf of the School to:
 - carry out Our obligations arising from any contracts entered into between Us and the School, including the Terms of Use, and to provide the products and services requested from Us;
 - send communications to You about Our Site and/or Our Services including by SMS and push notification. We cannot guarantee that You will receive all communications from Us and We shall not be liable in the event that You do not receive such communications. You



can opt out of receiving such communications by contacting us using the details below;

- make notifications about changes to Our Services; and
- ensure that content from Our Site is presented in the most effective manner.

If any sensitive personal data is collected (i.e. data relating to racial or ethnic origin, political or religious opinions, membership of a trade union, physical or mental health or condition or sexual life, the commission of any offence or related documentation) then You consent to Our processing this data in the manner set out in this Privacy Statement for and on behalf of the School. We do not control nor do We have any input into the content and information submitted to Our Site and Our Services, the School is responsible for ensuring that all appropriate consents are in place to allow Us to process the information on the Schools behalf.

2. TECHNICAL DATA - We will use this information on behalf of the School to:

- administer Our Site and Our Services and for internal operations, including support, troubleshooting, data analysis, testing, research, statistical and survey purposes;
- provide information to Schools;
- to improve Our Site and Our Services and to ensure that content is presented in the most effective manner for You and for Your device;
- to allow You to participate in the interactive features of Our Service, when You choose to do so; and
- as part of Our efforts to keep Our Services and Our Site safe and secure.

6. DISCLOSURE OF YOUR INFORMATION

We may share Your personal information with any member of Our group, which means Our affiliates and subsidiaries, Our ultimate holding company and its subsidiaries, as defined in the Companies Act (Ireland) 2014.

We will take every care to protect Your information and use it in accordance with the Schools instructions. In certain circumstances We may disclose it to certain third parties as follows:

- the School;
- business partners and sub-contractors for the performance of any contract We enter into with them in connection with Our Site and Our Services including; payment processors and hosting service providers;
- at the Schools request, We may disclose the information or receive information about You with government departments including with respect to the Primary Online Database run by the Department of Education and Skills;
- We may disclose the information relevant to any backup or hosting services to Google Inc. You can read more about the measures taken by Google to protect the security of their services and the information at: <https://cloud.google.com/security/compliance>.



- analytics and search engine providers that assist Us in the improvement and optimisation of Our Site. This consists of aggregated anonymous information only and relates to the web pages visited on Our Site and not the information included on those web pages;
- if We or substantially all of Our assets are acquired by a third party, in which case personal data held by Us will be one of the transferred assets;
- if We are under a duty to disclose or share Your personal data in order to comply with any legal obligation, or in order to enforce or apply the Terms of Use and other agreements; and/or
- to protect Our rights, property, or safety, or that of the School, You or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

7. SAFE GUARDING YOUR PERSONAL DATA

The information processed by Us, on behalf of the School, may be transferred to, and stored at Our hosting centres in the European Union. By submitting Your personal data, You and the School agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that the information is treated securely, in compliance with the instructions of the School and in accordance with this Privacy Statement and the relevant law. In particular, We have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information We manage on behalf of Schools and the information We collect and manage on their behalf.

All information processed by Us is stored on Google's secure servers. To protect the privacy and security of Our Services, We will also take reasonable steps to verify Your identity before granting access to information. We also use secure connections to protect sensitive information during its transmission. Where You have been given (or where You have chosen) a password which enables You to access Our Services, You are responsible for keeping this password confidential. We ask You not to share Your password with anyone.

You should be aware that when You disclose personal information that information is available to the School and may be used by the School. Schools are solely responsible for the uses made of Your information and We have no responsibility for the actions of the Schools in this regard.

You should contact the School in the event that Your information needs to be updated or changed, for example in the event that Your contact details have changed. We shall not be responsible for any failure of the School to contact You, including where You have not provided the correct contact details.

If You have provided information to the School You understand that We process that information as an agent of the School. We may hold a back-up copy of the information that You submit, but only on behalf of the School. If You wish to modify or otherwise deal with Your personal information submitted directly to Us then You should contact the School directly, as they have responsibility for that personal information. We will comply with the School's instructions in respect of that personal information. If You wish to understand the School's data protection or privacy statement with regards to



the dealings that it has with Your personal information then You should contact the School directly to establish such terms.

Although We will do Our best to protect Your personal data, We cannot guarantee the security of Your data transmitted to Our Site; any transmission is at Your own risk. Once We have received Your information, We will use strict procedures and security features to try to prevent unauthorised access.

8. COOKIES

Our Site uses cookies to distinguish You from other users of Our Site. This helps Us to provide You with a good experience when You browse Our Site and also allows Us to improve Our Site. For detailed information on the cookies We use and the purposes for which We use them see Our Cookie policy <https://www.aladdin.ie/cookies.html>.

You can set Your browser not to accept cookies. If You go to <https://www.aladdin.ie/cookies.html> it will tell You how to remove cookies from Your browser. However in a few cases some of the features of Our Site may not function as a result.

9. YOUR RIGHTS

Our site may, from time to time, contain links to and from third party websites including the website of the School. If You follow a link to any of these websites, please note that these websites have their own privacy statements and that We do not accept any responsibility or liability for these third party websites. Please undertake the appropriate due diligence before submitting any personal data to these websites.

10. ACCESS TO INFORMATION

The Act gives You the right to access information held about You by the School. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee determined by the School to meet the costs in providing You with the information held about You. You should contact the School directly in connection with any such access request.

You have a right to have Your information rectified or erased free of charge if it is inaccurate or no longer required by Us or the School for the purpose for which it was collected. You can do this by contacting the School directly.

11. DISCLAIMER

WE ARE NOT LIABLE TO YOU OR THE SCHOOL IN RESPECT OF ANY CLAIMS, LOSSES, DAMAGES, EXPENSES (INCLUDING REASONABLE LEGAL FEES) ARISING OUT OF OR IN CONNECTION WITH THE USE AND/OR DISCLOSURE OR DISSEMINATION OF YOUR INFORMATION IN ACCORDANCE WITH THIS PRIVACY STATEMENT.

12. RETENTION OF INFORMATION

We will retain Your information for as long as We are directed by the School or for as long as We are required under relevant laws.

If You would like Us to delete your information, please contact the School directly with Your request.

13. HOW TO CONTACT US



Please contact Us if You have any questions about Our Privacy Statement or information We hold about You:

- by email at: dpm@aladdin.ie
- or write to Us at: DPM, Aladdin, Block 1, Deansgrange Business Park, Co. Dublin, Ireland.

This privacy statement was last updated on 24th August 2018

Privacy Policy January 2018

About Us

EasyPaymentsPlus.com, EasyPaymentsPlus.ie and EasyPaymentsPlus.co.uk (Easy Payments Plus) are websites operated by FeePay Ltd, a wholly owned subsidiary of Payzone Ireland Ltd. For the purposes of this Privacy Policy Statement "EasyPaymentsPlus" (hereinafter referred to as "EasyPaymentsPlus" "us" "we" or "our") means FeePay Ltd, Payzone Ireland Ltd, and any company or other entity within the Payzone group.

Purpose

The purpose of our Data Protection and Privacy Policy is to outline how we deal with any personal data you provide to us while visiting our website and throughout the course of various interactions with EasyPaymentsPlus. By registering, and/or by visiting this website, you are accepting the terms of this Data Protection and Privacy Policy. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of these other websites.

EasyPaymentsPlus is committed to respecting your privacy and to complying with applicable data protection and privacy laws. We have provided this Privacy Policy Statement to help you understand how we collect, use and protect your information when you visit the Site.

We wish to help you make informed decisions, so please take a few moments to read the sections below and learn how we may use your personal information.

You should read this notice in conjunction with the Terms and Conditions of use for the Site.

General Statement

EasyPaymentsPlus provides a service to your school, club, or organisation to enable electronic payments and collect data specified by the school, club, or organisation necessary to facilitate those payments. EasyPaymentsPlus respect your right to privacy and will not collect any personal information about you on this website without your clear permission. Any personal data that you volunteer to EasyPaymentsPlus, if retained, will be held on secure servers and will only be used to facilitate processing by your school, club, or organisation that you have agreed to.



The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet. No data transmission over the Internet can be guaranteed to be 100% secure. However, we will take all reasonable steps (including appropriate technical and organisational measures) to protect your personal data.

Collection and use of Personal Data

Personal data is data that identifies you or can be used to identify or contact you and may include, for example, your name, address, mobile number, or email address.

This personal data that you volunteer to us will be processed for the following purposes:

- a) To facilitate payments from you to your school, club, or organisation that you have agreed to through the website or other means;
- b) To contact you in response to communications you might send your school, club, or organisation;
- c) To provide you with the information / service you have requested from your school, club, or organisation;
- d) To provide information related to your account/membership of a school, club, or organisation;
- e) To send you texts, email alerts and newsletters from your school, club, or organisation that you have opted-in to receive by filling in our online forms or by other means.

Changes in your personal data should be brought to the attention of your school, club, or organisation for them to update.

You have the right to request a copy of any personal data held by your school, club, or organisation about you. You also have the right to have such data corrected where it is inaccurate or misleading. EasyPaymentsPlus provides a service that facilitates your school, club, or organisation in maintaining your data. To find out what personal data your school, club, or organisation holds on you please request it from the school, club, or organisation who are obliged under GDPR to provide that information.

Collection and use of Non-Personal Data

Like most websites, we gather statistical and analytical information collected on an aggregate basis of all visitors to our website. This non-personal data comprises information that cannot be used to identify or contact you.



Organisational Restructuring and Cooperation of Third Parties

We reserve the right to transfer information (including your Personal Data) to a third party in the event of a restructuring of our organisation, provided that the third party has an equivalent privacy policy in place and all necessary legal requirements are complied with.

Changes to the Data Protection and Privacy Policy

Any changes to this Data Protection and Privacy Policy will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

Access to Your Information

You can write to us at any time to obtain details of the personal information we may hold about you.

The Data Protection Officer
EasyPaymentsPlus,
Payzone House,
4 Heather Road,
Sandyford Industrial Estate,
Dublin 18.