

St. Fergal's College

Privacy Policy

Rathdowney, Co. Laois | admin@stfc.ie | +353 (505) 46 357

Effective Date: June 2026 | Last Reviewed: June 2026

1. Introduction

St. Fergal's College ('the School', 'we', 'us', 'our'), located in Rathdowney, Co. Laois, is committed to protecting the privacy and personal data of all individuals who engage with us, including students, parents, guardians, staff, and visitors to our website (stfergalscollege.com).

This Privacy Policy explains what personal data we collect, why we collect it, how we use and protect it, and the rights you have under Irish and EU data protection law — specifically the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.

2. Data Controller

The Data Controller for St. Fergal's College is:

School Name	St. Fergal's College
Address	Rathdowney, Co. Laois
Email	admin@stfc.ie
Phone	+353 (505) 46 357
ETB	Laois and Offaly Education and Training Board (LOETB)

3. What Personal Data We Collect

We may collect and process the following categories of personal data:

Students

- Full name, date of birth, PPS number
- Home address and contact details
- Enrolment and attendance records
- Academic results, reports, and assessments
- Medical and health information (where relevant to care or welfare)
- Photographs and video (with parental/guardian consent)
- Special educational needs and support plans

Parents / Guardians

- Name, address, phone number, email address

- Communication history with the school
- Financial information (where applicable, e.g. school tours, book rental)

Website Visitors

- IP address and browser/device information (via Google Analytics cookies)
- Pages visited and time spent on site
- Contact form submissions (name, email, message)

4. Legal Basis for Processing

We process personal data on the following legal bases under GDPR Article 6:

- **Legal obligation** — complying with the Education Act 1998, Children First Act 2015, and other Irish legislation
- **Public task** — carrying out the school's educational functions as a publicly funded institution
- **Legitimate interests** — operating and improving our website and communications
- **Consent** — use of photographs, cookies (where required), and newsletter communications
- **Vital interests** — safeguarding the health and safety of students

5. How We Use Your Data

- Enrolling and educating students
- Communicating with parents and guardians about school matters
- Maintaining student welfare and safeguarding records
- Reporting to the Department of Education, LOETB, and other statutory bodies
- Operating and improving our school website
- Publishing school news, events, and achievements (with appropriate consent)
- Running extra-curricular, Gaisce, and community activities

6. Sharing of Personal Data

We do not sell or rent personal data. We may share data with trusted third parties only where necessary, including:

- Department of Education and LOETB (statutory reporting)
- VSware (school management system)
- Google Analytics (anonymised website analytics)
- Health Service Executive (HSE) and Tusla (child protection obligations)
- Examination bodies (State Examinations Commission)
- School App provider (push communications to parents)

All third-party processors are required to handle data in accordance with GDPR.

7. Data Retention

We retain personal data only for as long as necessary for the purposes outlined in this policy or as required by Irish law. Student records are typically retained for a minimum of seven years after a student leaves the school. Website analytics data is retained for 26 months.

8. Your Rights

Under GDPR, you have the following rights:

- **Right of Access** — to obtain a copy of personal data we hold about you
- **Right to Rectification** — to correct inaccurate or incomplete data
- **Right to Erasure** — to request deletion of data in certain circumstances
- **Right to Restrict Processing** — to limit how we use your data
- **Right to Object** — to object to processing based on legitimate interests
- **Right to Data Portability** — to receive data in a structured, machine-readable format
- **Right to Withdraw Consent** — at any time, without affecting prior processing

To exercise any of these rights, please contact us at admin@stfc.ie. You also have the right to lodge a complaint with the **Data Protection Commission (DPC)** at www.dataprotection.ie.

9. Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, disclosure, alteration, or destruction. Our website is served over HTTPS. Access to student management systems is restricted to authorised staff only.

10. Children's Privacy

As a school, much of our data processing involves minors. We handle all student data with the utmost care, in accordance with the Children First Act 2015 and our Child Safeguarding Statement. Photographs or videos of students are only published with explicit written consent from parents/guardians. Students are not identified by full name alongside images.

11. Changes to This Policy

We may update this Privacy Policy from time to time. The current version will always be available on our website at stfergalscollege.com. Significant changes will be communicated to parents and guardians directly.

12. Contact Us

If you have any questions about this Privacy Policy or our data practices, please contact:

St. Fergal's College

Rathdowney, Co. Laois

Email: admin@stfc.ie

Phone: +353 (505) 46 357

