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# SCOIL MHUIRE TRIM

Patrick Street Trim Co Meath Ireland  
[www.scoilmhuiretrim.ie](http://www.scoilmhuiretrim.ie)

Telephone: 046 9431439

Fax: 046 9431832

Email: [info@scoilmhuiretrim.ie](mailto:info@scoilmhuiretrim.ie)

Principal: Jacqueline Maher

Deputy Principals: Celine Nulty, Peter Maguire

## Application for Admission to I<sup>st</sup> Year 2021-2022

*All sections of this form must be completed for your application to be processed*

Applicants should read the school's Admission Policy, which is available on [www.scoilmhuiretrim.ie](http://www.scoilmhuiretrim.ie) prior to completing this application form

**Completed Forms to be returned to Scoil Mhuire on or before:  
4:00pm on Friday 6<sup>th</sup> November 2020**

Please use BLOCK CAPITALS to complete the form

### Student Details:

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Second Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Proof of address must be provided with this application form (e.g. copy of utility bill)**

Eircode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Current School: \_\_\_\_\_

Address of Current School: \_\_\_\_\_

Parish of Primary School: \_\_\_\_\_

Name of sister(s) currently attending Scoil Mhuire Trim: \_\_\_\_\_

Name of sister(s) who was/were past student(s) of Scoil Mhuire Trim: \_\_\_\_\_ and state  
the years she/they attended \_\_\_\_\_

Is parent a past student of Scoil Mhuire Trim: Yes  No

If Yes: Name: \_\_\_\_\_ and state the years she attended \_\_\_\_\_





*All personal data on this form will be processed in compliance with our Data Protection Policy (Available on the school website). The data will be used for the purposes of the implementation of the schools Admissions Policy*

*Any personal data provided on this form will be used to:*

- (i) identify applicants*
- (ii) process an application in line with the school's admissions policy*
- (iii) communicate with parents/guardians in respect of an application*
- (iv) notify parents/guardians of the outcome of an application.*

*The information will be retained for an appropriate period thereafter to address any potential queries arising from the application process or added to the student's school file in the case of successful applicants. In accordance with section 66(6) of the Education Act 1998, as amended, personal data relating to applications for admission may be shared with the Board of Management of another school or the Patron in order to facilitate the efficient admission of students. This information may include the date on which an application was received by the school, the date on which an offer was made and the date on which an offer was accepted. Personal information concerning applicants may also be shared, including their name, address, date of birth and PPS number.*

*Further information on the handling of your personal data, including how to exercise your rights under GDPR, is set out in the school's Data Protection Policy, which is available on [www.scoilmhuiretrim.ie](http://www.scoilmhuiretrim.ie)*

## **Privacy Notice for Post Primary Online Database (P-POD)**

### Purpose

The purposes for which the Department processes your data and the data of your child are

- The allocation of funding and teaching posts to schools based on the number of students enrolled at 30th September annually
- Formal entry into State Examinations at both Junior and Leaving Certificate level.
- To establish the retention rate for students within the system
- The monitoring of progress of students through the education system
- The authentication of the identity of new students
- The verification of the PPSN for a new student using the name of the student's mother birth name
- The identification of any instances where a student may be enrolled in more than one school concurrently
- The reporting of applications granted by schools under the exemption from the study of Irish scheme
- To facilitate the transfer of students between schools
- To inform and assist in the development and delivery of education policy including the provision of resources to schools under the DEIS scheme to address educational disadvantage
- Auditing and accounting for the expenditure of public funds
- PPOD School contacts
- For the purposes of statistical analysis Consent

Consent is used to collect ethnic and cultural background for statistical purposes and reporting in aggregated format for the purposes of integration and Social Inclusion.

Where consent is provide the data subject has the right to withdraw the consent. Source –

### Schools Legal basis

Sections 2 and 7 of the Education Act, 1998 – the provision for education and support services by the Department to recognised schools.

Processing for tasks carried out in the public interest where necessary and proportionate to administer a number of non-statutory schemes, programme or funds where the legal basis for such administration is a function of the Minister conferred by or under an enactment or by the Constitution.

### Categories of data subject

- Parent/Guardian/Carer

- Student enrolled in a recognised school
- School Personnel
- Principal
- Chairperson of BOM
- October Return Contact Categories of personal data Parents/Guardian/Carer
- Mother's birth name

#### Student

- Personal Public Service Number (PPSN)
- Department Pupil Identity Number (DPIN)
- Identity – Name, DOB and gender
- Postal Address & Eircode
- Statistical fields – nationality, mother tongue,
- Programme/class year

#### Principal / Chairperson of BOM / October Return Contact

- Identity
- Address and contact details
- School details Student Enrolment Data Whether the student -
- Boards at his/her school
- Is exempt from the study of Irish and if so the date, category and grantor of such exemption
- Is a new entrant to the education system
- Is repeating a school year and if so, the reasons why and is a short-term placement student and, if so, the duration for which he/she has been enrolled

#### Student's Course of Study -

- The date of enrolment of the student
- The source of enrolment of the student
- Programme/class year of the student
- Class type of the student

- Student type
- Current school roll number for the student
- The former school roll number for the student, if applicable
- The early leaving date and leaving destination, if applicable
- Student's examination number, only applicable to Junior Cycle exam candidates
- Subject and subject levels which the student is studying
- The language through which the student is studying

#### Special categories data

- Ethnic/cultural background
- Health data where Irish exemption granted on grounds of general or specific learning disability under the terms of the Exemption from the study of Irish scheme

#### Further Processing

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

#### Recipients of the data

#### Data Sharing

Data may be shared with the following:

- State Examinations Commission, for the purposes of assisting the SEC in its planning of the state examinations. The legal basis for this data-sharing is S.I. No. 373/2003 - State Examinations Commission (Establishment) Order 2003
- Educational Research Centre, to assist it in meeting its research requirements including some of Ireland's international research commitments. The Centre subsequently liaises with post-primary schools directly in respect of any further data it may require on individual students to assist its research. The legal basis for this data-sharing is Section 9(b) Educational research centre (establishment) order, S.I. No. 392 of 2015
- Student Universal Support Ireland to verify data supplied as part of the application process confirmation (i.e. either a Yes or No) is provided to SUSI that the applicants for the student grants have been returned by schools as having been enrolled in post-primary education for at least three years out of the five school years. The legal basis for this data-sharing is Section 28(5)(b) of Student Support Act 2011.
- The Department shares a limited amount of each student's personal data, including a

student's PPS number with the Department of Employment Affairs & Social Protection's client service in order to authenticate the identity of each student. The legal basis for this data-sharing is under section 262(6)(a) of the Social Welfare Consolidation Act 2005

- Central Statistics Office under section 30(1)(b) the Statistics Act, 1993 to assist with the compilation of national statistics
- Central Applications Office for the Higher Education Access Route (HEAR) and Disability Access Education Route (DARE) by way of consent from the applicants from socio-economic disadvantaged backgrounds for consideration under the HEAR access schemes confirmation (i.e. either a Yes or No) is provided to HEAR to confirm that an applicant have been returned by schools as having been enrolled in post-primary education for at least three years out of the last five years. A similar arrangement applies to DARE in respect of applicants with disabilities.

#### Storage period

The retention period is age 25 years subject to review thereafter, whichever is to enable the auditing of the expenditure of public funds.

#### Third Country

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

#### Data Subject Rights

Please follow the <https://www.education.ie/en/The-Department/Data-Protection/Information.html> for information on your right to access your data and that of your child's.

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 or that of your child's will not be used for automated decision-making or profiling, please see <http://gdprandyou.ie/wp-content/uploads/2018/03/Rights-of-Individuals-under-the-General-Data-Protection-Regulation.pdf> for a the data Protection Commissioner's Guide to Data Subject Rights.

While you have a right to have your data or that of your child deleted the Department may not be able to agree to your request if it is less than the retention period referred to above. 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 the this category of data under that Act, see guidance from the National Archives

[http://www.nationalarchives.ie/wp-content/uploads/2018/05/20180319GDPRNAA\\_GuidanceNote\\_1.pdf](http://www.nationalarchives.ie/wp-content/uploads/2018/05/20180319GDPRNAA_GuidanceNote_1.pdf) .

You have the right to lodge a complaint with the Data Protection Commissioner, please see [www.dataprotection.ie](http://www.dataprotection.ie)

#### Further Information

Further information on how this scheme operates is available at <https://www.education.ie/en/Schools-Colleges/Services>Returns/Post-Primary-Online-Database-P-POD-Project/>



A Fair Processing Notice which provides more detail on the legal and technical basis for processing personal data plus details on the data items collected and processed may be found here [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0047\\_2010.doc](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0047_2010.doc)

A circular on the exemptions from the study of Irish is available here : <https://www.education.ie/en/Parents/Information/Irish-Exemption/Irish-Exemption.html>

#### Contact Details

The Department of Education and Skills is the data controller for the processing of your data. If you have any query in respect of this you may contact Parents, Learners and Database Section or e-mail [p-podhelpdesk@education.gov.ie](mailto:p-podhelpdesk@education.gov.ie) or by post to Parents, Learners and Database Section, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath N37 X659

The Department's Data Protection Officer may be contacted by sending an e-mail to [dpo@education.gov.ie](mailto:dpo@education.gov.ie) or by post to Department of Education and Skills, Data Protection Unit, Athlone, Co. Westmeath. N37 X659

Last update 24th May, 2018

Please see glossary of Data Protection terms on [www.education.ie](http://www.education.ie)