



**etb**

Bord Oideachais agus  
Oiliúna Thiobraid Árann  
Tipperary Education and  
Training Board

Fionuala Mhic Íomhair  
Príomhfheidhmeannach

Fionuala McGeever  
Chief Executive

[www.tipperaryetb.ie](http://www.tipperaryetb.ie)

14<sup>th</sup> June 2018

## Important Information about the General Data Protection Regulations

Dear Student, Parent/Guardian,

On the 25<sup>th</sup> May, 2018, the General Data Protection (GDPR), a new Europe-wide data protection regulation came into effect, the Oireachtas enacted the Data Protection Act 2018 to support the implementation of this regulation. This new regulation seeks to strengthen and unify data protection for all individuals within the European Union and grants new and enhanced rights for individuals in relation to their personal information.

### What does GDPR mean for you?

GDPR increases and reinforces the rights of individuals in relation to the information we hold about them. Being transparent and providing accessible information to you on how we process your and your child's personal information is a key element of the new regulation.

Tipperary ETB takes privacy and the protection of all personal data very seriously. We support the enhancements to data protection that GDPR introduces and have been actively working to implement the changes required to be compliant with this regulation. The Principles (rules) of GDPR are Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and confidentiality and Accountability. To be compliant with these principles we must:-

- be lawful, fair and transparent – We must have a valid legal basis in order to process personal data, the data is necessary for us to provide educational services to your children, we obtain it from you fairly by informing you that your/your child's personal data is being collected and what it will be used for. We rely on consent that is freely given, specific and informed for operational purposes such as photographs, etc.
  - Students over 18 years please note we may have received consent from your parents/guardians for such operational processing and this will remain a valid ground for processing. However, in accordance with the principles of fairness and accountability we are informing you of the possibility to withdraw this consent yourself, if you so wish.
- Ensure purpose limitation – we only request the relevant amount of data that is necessary to perform a specific function, we do not use this data for secondary processes.

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- Ensure data minimisation – this means we collect only the data necessary for the specific purpose(s) for which it will be used, it must be adequate and relevant.
- Be accurate – we endeavour to ensure the accuracy of our data and request you to advise us of any changes that may occur.
- Ensure storage limitation – we do not keep personal data any longer than necessary for the specified purpose(s) it was obtained. TETB have a Data Retention Schedule.
- Ensure integrity and confidentiality – we keep personal data safe and secure by ensuring no unauthorised access, encryption, password protection, confidential shredding and do not disclose to 3<sup>rd</sup> parties without permission.
- Provide you with a copy of your and your child's personal data on request.

Tipperary Education and Training Board share information on educational progress and child welfare with a student's parent/guardian in accordance with Section 9(g) Education Act 1998. However, once the student reaches the age of 18 we are obliged to share information directly with the student to ensure compliance with the Education Act 1998 and Data Protection Act 2018. Please read Section 3.1 Data Protection Policy.

In addition you have the right

- to get details about how personal data is processed;
- to have incorrect or incomplete personal data corrected;
- to have personal data erased if there is no legitimate reason for keeping it;
- to data portability - you shall receive your personal data in a structured, commonly used and machine-readable format, and have the right to transmit those data to another controller without hindrance from the controller to which the personal data has been provided.
- to object to processing of personal data in certain circumstances,
- not to be subject to automated decision making, like profiling; and
- the 'Right to be Forgotten'.

Please take time to read the Privacy Notice enclosed with this letter. The Data Protection Policy, together with our Records Retention Policy can be found on [www.tipperaryetb.ie](http://www.tipperaryetb.ie). If you have any questions about these changes or need more detailed information please contact [dataprotection@tipperaryetb.ie](mailto:dataprotection@tipperaryetb.ie) or the Data Protection Officer at 067 40022.

Yours sincerely,

Bernie Harty  
Data Protection Officer  
Corporate Governance

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