

Holy Family School for the Deaf

Data Access Policy

- If Holy Family School holds any personal information on a person, that person by law has the right to ask for access to that information
- A person can only get information about themselves, information about anyone else is not accessible
- But Parents/guardians can ask for access to personal information about their own child
- Student under 18 years old can ask for access for themselves but the school will also inform their parents and give them a copy of any information given the student
- A student over 18 years old can ask for access for themselves and does not normally need parent consent..... but if student has a disability or medical condition which effects their understanding of the information then parents will be asked for consent
- Student under 12, their parent needs to ask for access on behalf of the student
- If you want to ask for access to your personal information please contact the school for a “Access Request Form” and send it to the Chairperson Board of Management
- Details linked to request for access are listed in the policy document p2 to 5. The Chairperson of the Board of Management, will be the nominated person to manage your request
- If your request is refused, you will be told in writing and you will have the right to complain to the Office of the Data Protection Commissioner about the refusal.

- The full policy document is on the website and if you would like further clarification of any part or if you have any questions please contact the school.