

Holy Family School for the Deaf

Data Protection Policy of Holy Family School for the Deaf

- This policy is about how the school will protect all personal data and sensitive data for everyone connected with the school
- The school holds lots of information about students, staff and the general school community, from past and present.
- Data will only be kept for a good reason and you will be told how we use any of that data
- Access to data is strictly controlled and no one can access without a specific reason.
- Personal data or sensitive data will be protected, paper records stored under lock and key, and digital data will be password protected and kept safe and secure. Confidential information as well will be stored securely and separately.
- Personal data includes students, staff, board of management and others, for example exam results, admin and business data
- Parents should tell school if their personal data has changed and the school will update it
- Anyone can request in writing to access any data/information the school has about them
- Further details are in the Data Protection Policy on the school website and if you need more clarification or have any questions please contact us at the school