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Basic principles

Coláiste na nOileán will comply with the legislation as set out in the Data Protection Acts 1988 and 2003 as well as the obligations under the General Data Protection Regulation 2018. Coláiste na nOileán will ensure that personal data is protected in every way. To that end Coláiste na nOileán will ensure:

. That the College will not retain data that should not be retained

- That data, if it is necessary to collect it, will be collected with the consent and agreement of the person to whom it relates, in accordance with the processes set out in this policy.
- That data that does not need to be collected will not be collected.
- That personal data will only be used for the purpose for which it was collected.
- That data will not be retained beyond the scheduled period related to its purpose and the relevant legislation.
- That personal data will be kept in a safe and confidential manner.
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- It will be ensured that the owners of the data understand which of their data is held by the College, why it was collected and how it will be used
- That a process will be put in place whereby anyone whose data is held by the College of the Islands can see, inspect and correct that data if necessary.

- That the College staff member understands their duties in relation to data protection in accordance with this policy and the relevant legislation.

Department	Personnel
The persons to whom the data relates:	Employees
Consent of the data subject:	Given
Type of details given	Name, surname, address & other contact details, dates of birth, Personal Public Service Number, pay details, tax matters, the contract, qualifications, vehicle details, teaching council number, health details, sickness absence, family absence, next of kin, rights, pensions , garda vetting
Reasons for keeping information	Employment law & tax matters, holiday entitlement, travel expenses, employment insurance
Duration it is kept	During the period of employment and six years from the end of the year in which the employment ends
How information was obtained	From the employee
Reasons for keeping information	A. Continuing employment B. Statutory scheduled period after termination of employment
Where information is kept	In the office of the College in Tír An Fia Personnel as well as the office of the accountant, O Gorman & Co. Galway
The format in which the data is held:	Some on paper some on computer
If the data is shared with anyone else:	Some are shared with the Tax Inspectors Office in accordance with the employer's statutory duty. The information is also shared with the College's payroll administrator in the O Gorman & Co office. Gallimnh.
The staff responsible for the data:	College Management

Department	Personal
The persons to whom the data relates:	Job Applicants
Consent of the data subject:	Data provided independently
The type of information	Name, surname, address, qualifications, contact details, interview results
The reason the data is being held:	For the purpose of filling vacancies
Duration information is kept	Until vacancies are filled
How did we source information	From the applicant
Reason for keeping information	Applicants application
Where are details kept	In the Office in Tir an Fhia
Format which details are kept	Some on paper , some electronically
Do we share information	Secretary, Managers and Course Principals
Staff who are in charge of data	Company Directors

Section:	Bord of management
The persons to whom the data relates:	Directors
Consent of the data subject:	Given/understood
Details	Name, surname, contact details, board meeting minutes, nomination background
Why we keep information	Corporate law & Department of Gaeltacht & Education Department rules
Duration information is kept	According to scheduled periods in corporate law
How information was sourced	From directors and board
Reason for keeping information	Corporate law
Where information is kept	In the college office
Format in which they are kept	Paper and computer
If the data is shared with anyone else:	Companies Registration Office
The staff member responsible for the data:	Company secretary

Department	Personnel
The persons to whom the data relates:	Secretary, cleaners. Teachers / senior leaders & course staff
Consent of the data subject:	Given
Type of information	Name, surname, address & other contact details, dates of birth, Personal Public Service Number, pay details, tax matters, the contract, qualifications, vehicle details, trade union membership, health details, absences of illness, absences due to family circumstances, next of kin, pension rights. Contact details; Garda Síochána vetting details.
Reason for keeping	Employment law and tax matters, holiday entitlement, travel expenses, employment insurance.
Duration it is kept	1 Year
How did we source information	From the instructors themselves
Basis for retaining the data:	Ongoing employment for next year's courses.
Where the data is held:	In the College office, Tir An Fia & Accountant O Goman & Co.
The format in which the data is held:	Paper files and electronic files
If the data is shared with anyone else:	Some are shared with the Tax Inspectorate in accordance with the employer's statutory duty.
The staff member responsible for the data:	Management

Section	Students
The persons to whom the data relates:.	Students on the course
Consent of the data subject:	Consent given
Type of data involved:	Name, surname, address, age/date of birth, telephone

	numbers, email addresses, PSP numbers, social welfare details, child's health details (health problems, disability, allergies, special needs, illnesses, injection record, GP), record of changing nappies, feeding details, family language background, photographs, videos, records of accidents or injuries; record information or suspicions regarding the safety and protection of the child to be reported to TUSLA in accordance with legislation.
The reason the data is being held:	Safety and satisfactory running of the course. Marketing
How long the data is kept:	Coláiste na nOileán maintains the details while the summer courses last. We delete the information outside of the contact details in September each year. In addition, we keep a report of any injury or important incident in the book of incidents for the sake of insurance matters afterwards. The contact details of the students will be kept for three years after that for the sake of marketing matters.
How the data was broken down:	From the parents of the students and records generated by teachers / Principals of Coláiste na nOileán
Basis for retaining the data:	For the sake of running the course, the safety of the course and due to the demand of the Insurance Company.
Where the data is held:	In the College office in Tír An Fia
The format in which the data is held:	Paper files and electronic files
If the data is shared with anyone else:	Department of the Gaeltacht offices & inspectors Department of Education
The staff member responsible for the data:	Management

Section	Accommodation
Those whos data belongs to	Accommodation (Home owners)
Permission given	Yes
What data is given	Name, surname, address & other contact details, dates of birth, Personal Public Service Number, salary details, the contract, qualifications,. Contact details; Garda Síochána vetting details.
Reason for keeping data	Safe running of the course, Child protection and the rules of the Department of the Gaeltacht
Duration its kept	As long as they house students
How did we get data	From home owners
Reason to keep data	As a record of the satisfactory running of the college and compliance with the rules of the Department of the Gaeltacht
Where data is kept	Tir an Fhia in the office
What format	Paper and computer
Others we share with	Rionn na Gaeltachta offices

Rólanna agus freagrachtaí

General and total liability:

College Managers.

- Micheál Ó Máille
- Micheál Ó Domhnaill

Data Protection Officers for different departments in the organisation:

- Contact details, personal files, holiday and sickness details: The Secretary, Cathy Ni Churraoin
- Details of wages, pensions and tax, motor vehicles and travel, suppliers and creditors: Secretary Cathy Ni Churraoin
 - Any details relating to children who are or were registered with the childcare services and their parents: Cathy Ni Churraoin

Retention Program

It is the basic principle of this policy that Coláiste na nOileán will not retain any personal data after the end of the period related to the purpose for which the data was collected. It must, however, be ensured that statutory periods laid down in the law or in relevant contracts regarding the retention of data are complied with in certain cases. If there is doubt as to whether certain data should be deleted or retained at a certain time, the matter will be referred to the Managers. Legal advice will be obtained if necessary. This policy contains a Detention Confirmation Form (see below in the "Forms" chapter) which must be filled in by management as evidence of the issue discussed and the decision made.

Tréimhsí reachtúla i leith sonraí a choinneáil

3 Year salary information Working hours & relevant knowledge	
3 Years Information relating to collective redundancy	
3 Years Records relating to	
8 Year parental leave	
Carers leave 3 years	
Records relating to employment licence	5 Years or a period of time equal to the duration of the employment period
Records relating to accidents	10 years
Records with tax implications	6 Years from the end of the tax year to which they relate
Records of Garda Síochána investigations	5 Years
Attendance records, staff rosters, accidents & incidents	2 Years
fire records	5 Years
Complaint records	2 years after they a be settled

Scheduled deletion of Data

Personal data will be deleted according to the following criteria and goals:

Details relating to:	They are deleted:
Employees	6 years from the end of the calendar year in which the employment ends
Job applicants	When the vacancy is filled
Course tutors	Employment details: 6 years from the end of the calendar year in which the employment ends; Contact details: Never deleted
ICS-Skills learners	When the certificate the learner has registered for is awarded (NB: ICS-Skills has a policy, rules and conditions regarding the learner data in their possession)
Scholars of the courses	Membership details: Old forms are destroyed after annual re-registration usually in September of the year following course attendance Details of incident or accident: After 10 years, that or according to legal advice. Any records with health and safety implications (eg accident reports) or child protection implications are kept locked for long periods. This is done in order to keep evidence subject to cases that the child would be entitled to take when he/she is grown up.
Debtors	6 years from the end of the calendar year in which payment is received from them

Statistical information about the number of learners on courses will be kept for an unlimited period but that information will be anonymous.

Access Requests

To obtain access to a complete record of the personal data of a particular person, the person to whom the data relates must send a written request to the Management, Coláiste na n'Oileán, Tír an Fia, Lettermore, Co Galway or to [colnanoilean@ gmail.com](mailto:colnanoilean@gmail.com). All requests will be answered within ten working days from the date the access request reaches the College of the Islands office.

Breach of data

A "data breach" in the context of this policy means any of the following situations:

If anyone's personal data is made available (accidentally or accidentally) to a person or organization unrelated to the purpose for which the data was collected and without the consent of the data subject

If paper or electronic files containing personal data are lost to the officer responsible for them and it is not certain whether any unauthorized person has obtained possession of them;

If an unauthorized person manages to gain illegal access to files containing personal data (for example by breaking into offices or through illegal remote access to a computer).

It is recognized that a breach of data has occurred, one of the College's management must be notified immediately. Within 72 hours a report must be sent to the Data Protection Commissioner containing information about:

The type of breach that occurred and how;

The type of data involved;

The (estimated) number of people to whom the breached data relates;

The outcome of the data breach is or may be;

The steps taken by Coláiste na n'Olean staff to deal with the breach and to limit or mitigate the adverse outcome of the breach.

If it is considered that the data protection rights of individuals may have been breached in the incident, this must be clarified in the report to the Data Protection Commissioner and the persons whose personal data has been breached must also be informed in writing.

The report of the data breach is sent to the Data Protection Commissioner within 72 hours. There are templates for your report below in the "Forms" chapter.

Contact details of the Data Protection Commissioner: Email - dpcbreaches@dataprotection.ie
Phone - 1890 252231 (lo-call); 00 353 (0) 57 8684800 Fax- 00 353 (0) 57 8684757

Forms

- It is the duty of any employee of Coláiste na nOileán who collects data for the purpose of their work duties (eg registration forms) to ensure that the relevant forms are set out in a way that is consistent with the basic principles of this policy. If anyone is asked to fill in a form or provide personal data in any other way, it must be ensured that the data is relevant to the purpose for which it is collected and that the data subject understands why the data is being collected. collection and what to do with them. All forms must contain an information note indicating:

That the data will be kept in the possession of College of the Islands;

What the data is being collected and used for;

With whom the data will be shared, if relevant;

That it will not be possible to provide the service sought by Coláiste na nOileán without the data sought by Coláiste na nOileán;

That the person to whom the personal data relates has the right to access the data held by Coláiste na Oileán and to correct it if it is inaccurate, incorrect or out of order.

That information note could be based on the model below here but make sure it fits the particular situation in question:

- [sample note:]

Colláiste na nOileán is seeking this data for [...a purpose for which the data is being sought...] and Coláiste na nOileán will not be able to achieve that purpose without the data being sought . Some of the data m

ust be communicated to [...any person or organization with whom the data will be shared...] for the same purpose. You have the right to access personal data about you held by the College of the Islands and to correct it if it is inaccurate, incorrect or out of order."

- [consent note:]

I agree to the above conditions and am satisfied that these details are correct and that Coláiste na n'Oileán and [...any person or organization with whom the details will be shared...]will use my details for the purposes of [..purpose for which the data is sought...]. [To be signed].”

Confirmation of Retention Form: (If there is doubt as to whether certain data should be deleted or retained, the matter will be referred to Management. Legal advice will be obtained if necessary.)

Confirmation of Detention Form
The question in question:
The person who raised the question:
The date the matter was referred to Management:
Legal advice received (if applicable):
Management decision
Date of decision:
Manager's signature and date:

Data Breach Reporting Templates:

For the information of the Office of the Data Protection Commissioner
dpcbreaches@dataprotection.ie Phone - 1890 252231 (lo-call); 057 8684800 Fax- 057 8684757
We regret to inform your Office that a Data Breach has occurred in the possession of our company, Coláiste na n'Oileán, Tir an Fia, Lettermore, Co Galway
The date and time the breach occurred (if known):
The date and time the breach was noticed:
Dáta na tuairisce seo:
The type of breach that occurred and how:
Type of data involved:
The (estimated) number of people to whom the breached data relates:
The data breach has or may result in:
The steps taken by College of the Islands staff to address the breach and to limit or mitigate the adverse outcome of the breach:
If it is considered that the data protection rights of individuals may have been breached in the incident:
Personal Data Protection Coordinators: Micheál Ó Maille, Micheál Ó Domhnaill