



## **Woodlands Academy**

### **Privacy Notice**

This Privacy Notice provides information about who we are, what personal data we collect and hold about you, what we use it for, who we share it with and why, how long we keep it and your rights relating to this information.

#### **GENERAL STATEMENT:**

Woodlands Academy full respects your right to privacy and will not collect any personal information about you without your implicit permission. Any personal information which you volunteer to us will be treated with the highest standards of security and confidentiality, strictly in accordance with the General Data Protection Regulation of 2018.

#### **1. WHO WE ARE?**

We are Woodlands Academy, part of Oak International Academies. We are an international, private, boarding school located in Ireland which provides term, annual and summer courses for girls only. Woodlands Academy is run by the Legionaries of Christ and provides our students with a holistic education encompassing academic, sporting, cultural and catholic formation fields of learning.

**Woodlands Academy, Wingfield House, Kilcronee, Bray, Co.Wicklow, Ireland, A98 FK10.  
Telephone: +353 1 2866323**

#### **2. THE INFORMATION WE COLLECT ABOUT YOU**

During the enrolment process personal details about your identity, contact details, photos, family details, previous schools, academic progress, passport details, special educational needs, nationality, language, religion, medical and psychological data and financial information may be collected by Woodlands Academy. In addition to the above, once you are attending Woodlands Academy, we will collect information about your academic progress, general behaviour and discipline as well as photos and images of you (including CCTV footage). As you are under 18 your parent/guardian will have given consent in certain areas such as your photo being taken, your attendance on school trips etc.

#### **3. HOW WE USE YOUR INFORMATION AND THE LEGAL BASIS**

We use your personal data for purposes including:

- Your application and enrolment in Woodlands Academy
- To communicate with your parent/guardian (both generally and in the case of an emergency)
- To monitor your academic progress
- To care for your health and well-being
- To care for our staff and students
- To process fees and pocket money
- To coordinate, evaluate, fund and organise educational and cultural programmes

- In the organisation of school trips (including flight and accommodation bookings and immigration requirements)
- To comply with our legal obligations as an educational body
- To comply with our monitoring and reporting obligations to Government bodies
- To process appeals, resolve disputes and defend litigation etc.

#### **4. WHO WE SHARE YOUR INFORMATION WITH**

We share necessary information with third parties, including Government bodies.

These include: the State Examiners Commission and other recognised examination bodies, the Department of Education and Skills, TUSLA, An Garda Síochána, ACELS, HSE and our private medical partner etc. We also share necessary information only with our catering partner, Sodexo Ltd. When you travel on school trips, necessary information will be shared with our travel partners, airlines, immigration bodies, hotels etc.

We also work with Achieve Technology, Inc. which is based in the United States. Achieve provides the school management software system which we use for academic reporting. Achieve Technology is compliant with European Data Protection legislation.

#### **5. TRANSFER OF YOUR PERSONAL DATA**

As your application is made through Dal Riada Language Centre Limited, all information volunteered during the application process is shared between Dal Riada Language Centre Limited and Woodlands Academy. This is done via a secure website to which access is password protected. Some of your personal data is also transferred to Achieve Technology, Inc. and again this is done via a secure, encrypted website to which access is password protected.

#### **6. HOW LONG DO WE HOLD YOUR DATA FOR?**

Some personal data is only kept for a short period of time (e.g. until the end of your course). We retain some data for a longer period of time (i.e. after your leave Woodlands Academy). Please refer to the Data Retention policy which forms part of our Data Protection Policy for further information.

#### **7. AUTOMATED DECISION MAKING/PROFILING**

We do not engage in automated decision making/profiling.

#### **8. STATUTORY RIGHTS**

You (or your parent/guardian) have the following statutory rights which can be exercised at any time

- a. Right to complain to the supervisory authority
- b. Right of access. For Subject Access Requests please contact [woodlands@arcol.org](mailto:woodlands@arcol.org)
- c. Right to rectification
- d. Right to be forgotten/erasure
- e. Right to restrict processing/object to processing
- f. Right to data portability
- g. Right to object and automated decision making/profiling

#### **9. CONTACT**

To discuss anything in this Privacy Notice please contact the school by emailing [woodlands@arcol.org](mailto:woodlands@arcol.org)