

Loreto Secondary School

St. Michael's, Navan | OfficeAdmin@LoretoNavan.ie | 046 902 3830

Privacy Policy

Effective Date: August 2026 | Last Reviewed: August 2026

1. Introduction

Loreto Secondary School St. Michael's, Navan ("the School", "we", "us", "our") is committed to protecting the privacy and personal data of individuals who engage with us, including students, parents, guardians, staff and visitors to our website (loretonavan.ie). This Privacy Policy explains what personal data we may collect, why we collect it, how we use and protect it, and the rights available under Irish and EU data protection law, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Data Controller

School Name: Loreto Secondary School St. Michael's, Navan

Address: St. Michael's, Navan, Co. Meath, C15 YF83, Ireland

Email: OfficeAdmin@LoretoNavan.ie

Phone: 046 902 3830

3. What Personal Data We Collect

Students

- Name and contact details
- Enrolment, attendance, academic and school-related records
- Information required for student welfare, support and safeguarding
- Photographs and video where applicable and permitted

Parents / Guardians

- Name, address, phone number and email address
- Communication and enquiry information
- Other information provided to the School for legitimate school purposes

Website Visitors

- Technical information such as IP address and browser/device information where collected
- Pages visited and website usage information where analytics are enabled
- Information submitted through website contact or enquiry forms, such as name, email address, telephone number and message

4. Legal Basis for Processing

Depending on the circumstances, we process personal data under one or more of the following legal bases under GDPR Article 6:

- Legal obligation — where processing is necessary to comply with legal requirements.
- Public task — where processing is necessary for the School's educational and public functions.
- Legitimate interests — where processing is necessary for legitimate School interests and those interests are not overridden by individual rights.

- Consent — where consent is required and has been provided, for example for certain cookies or optional uses of photographs.
- Vital interests — where necessary to protect an individual's vital interests.

5. How We Use Your Data

- Enrolling and educating students
- Communicating with parents, guardians and members of the School community
- Supporting student welfare and safeguarding
- Operating and maintaining the School website
- Responding to website enquiries
- Publishing School news, events and achievements where appropriate permissions and legal requirements are satisfied
- Improving website performance and usability
- Complying with legal, regulatory and educational obligations

6. Sharing of Personal Data

We do not sell or rent personal data. We may share personal data with trusted third parties where necessary and lawful, including relevant education or statutory bodies, examination bodies, website hosting and technical service providers, school management systems, analytics providers where applicable, and professional or service providers acting on behalf of the School. Third parties processing data on behalf of the School are expected to provide appropriate data protection safeguards.

7. Data Retention

We retain personal data only for as long as necessary for the purposes for which it was collected or as required by applicable Irish law, regulatory requirements and School policies. Retention periods vary according to the type and purpose of the information. Website enquiry information will normally be retained only for as long as necessary to deal with the enquiry and any related follow-up, subject to applicable requirements.

8. Your Rights

- Right of Access — to obtain a copy of personal data we hold about you
- Right to Rectification — to correct inaccurate or incomplete data
- Right to Erasure — to request deletion in certain circumstances
- Right to Restrict Processing — to limit processing in certain circumstances
- Right to Object — to object to certain processing
- Right to Data Portability — to receive certain data in a structured, machine-readable format
- Right to Withdraw Consent — where processing is based on consent

To exercise your rights, please contact the School. You also have the right to lodge a complaint with the Data Protection Commission (DPC) at www.dataprotection.ie.

9. Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, disclosure, alteration, loss or destruction. The School website is served over HTTPS where supported by the website infrastructure. Access to personal data is restricted to authorised persons who require it for legitimate purposes.

10. Children's Privacy

As a school, much of our processing involves children and young people. Student data is handled with appropriate care and in accordance with applicable data protection, education and safeguarding requirements. Where photographs or videos of students are published on the website, the School will follow its applicable permissions, policies and legal obligations.

11. Third-Party Websites and Services

Our website contains links to external websites and services, including VShare, G Suite, Alumni App, fundraising services, social media, mapping services and other third-party platforms. Once you leave our website or interact directly with a third-party service, that provider's own privacy policy and terms may apply.

12. Changes to This Policy

We may update this Privacy Policy from time to time. The current version will be available on our website. The 'Last Reviewed' date at the top of this document will be updated accordingly.

13. Contact Us

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