



Convent of Mercy Secondary School Roscommon

Meánscoil Muire gan Smál, Ros Comáin

E-Mail: info@rosconvent.ie

Personal data collected on this form will only be used for the purpose of student and school administration, organisation and facilitation but may be disclosed to appropriate agencies including the Department of Education and others where the school has a statutory obligation.

Application Form for Admission to First Year 2024/2025

STUDENT DETAILS			
Surname		First Name	
Address			
Eircode		Date of Birth	
PPSN		Country of Birth	
Religion		Nationality	
Name & address of Primary School			
Name of sibling(s) currently attending or previously attended the school			
PARENT/GUARDIAN DETAILS			
Mother's Name		Mother's Maiden Name	
Address			
Eircode			
Telephone Landline		Telephone Mobile	
Email Address			
Father's Name			
Address (if different)			
Eircode			
Telephone Landline		Telephone Mobile	
Email Address			
Emergency Contact Person	Name		Phone No
Designated Telephone No. for school text messages			

STUDENT INFORMATION	
Family Doctor	Medical Card <i>(please tick)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of any medical condition or health issues	
Has your child undergone a Psychological Assessment	<i>(please tick)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if so, please attach the report)</i>
Has your child received Learning Support including Language Support in primary school	<i>(please tick)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if so, please give details)</i>
Has your child been granted an exemption from the study of Irish	<i>(please tick)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if so, please give details)</i>

PHOTOGRAPHS AND IMAGES

The Convent of Mercy maintains a database of photographs from school events held over the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs of students and in some cases including their name, may be published on our school website, app, on social media or in the school prospectus, Macalla school magazine, newsletters, local and national newspapers and similar school-related productions.

Consent is requested from each parent. Should the parent wish to have his/her child's photograph removed from the school website, prospectus, Macalla, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal. Please note that any images/videos published by the school in the prospectus, Macalla, papers etc. up to this date, will remain in place based on previous consent given. No further images videos will be published after the date of revocation.

I consent I do not consent

I give my permission to the Convent of Mercy Secondary School, Roscommon to access my child's data from their previous school(s).

I understand that Enrolment is subject to signing the school's Code of Behaviour.

DECLARATION: I hereby declare that all information provided on this form is true and correct

Signed by Parent/Guardian Date

Signed by Parent/Guardian Date

PRIVACY NOTICE

Who is collecting the data:
 Convent of Mercy, Convent Road, Roscommon Town, Co. Roscommon.
 T: 0906 626 321 E: info@rosconvent.ie
 This Privacy Notice governs the manner in which Convent of Mercy collects, uses, maintains and discloses information collected using School Forms.
 Personal Identifiable Information (School)
 We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:
 Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme;
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments and exam results;
- State Examination Results;

How we use collected information. We use your personal data for purposes including:

- your application for enrolment;
- to provide you with appropriate education and support;
- to monitor your academic progress;
- to care for your health and well-being;
- to care for our staff and students;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

How we protect your information
 We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?
 We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Convent of Mercy Data Protection Policy which is available to you on request.
 Sharing your personal information
 We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, NDTI, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners etc. The sharing of student personal data and the nature of what is shared depends on various factors. The Government bodies to which we transfer personal data will use that data for their own purposes (including: to verify other information they already hold etc.) and they may aggregate it with other information they already hold about the data subject and the data subject's family. We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, Speech Therapists, IT providers, security providers, legal advisors etc). We are legally required to provide certain records relating to the progress of a student (under 18 years in his/her education) to the student's parents/guardians, including results of examinations.
 Your rights
 You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you.

Furthermore, we do not avail of systems that make automated decisions based on your data; if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner; Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.