


Title:	PEA GDPR Policy		
No.: 35Q	Version No.: 1		
Document author: Sophia Pope	Document owner(s): Sophia Pope		
Approval date: 21/03/2025	Approved by: Sophia Pope, Patrick Mccarthy		
Next Revision:	Not later than 24 months from issue date		

1. Introduction

At Patrick's English Academy, we are committed to protecting the privacy of our staff, students, and stakeholders. This GDPR Policy outlines how we collect, use, store, and safeguard personal data in compliance with the General Data Protection Regulation (GDPR) and the Irish Data Protection Act 2018. This policy applies to all staff, students, and third parties who interact with us.

2. Data Collection and Purpose of Processing

We collect personal data necessary for running our school effectively, providing quality education, and meeting our legal and contractual obligations. The types of data we collect include but are not limited to:

- **Student Data:** Name, contact details, date of birth, nationality, passport number, medical information, language proficiency, course attendance, and payment information.
- **Staff Data:** Name, contact details, qualifications, employment contract, payroll information, and performance reviews.
- **Managers:** Name, contact details, professional background, and records relevant to management duties.


This data is collected to:

- Provide effective language training
- Maintain accurate student records
- React appropriately in a medical emergency
- Comply with employment and education laws
- Comply with immigration laws
- Facilitate payroll, taxation, and performance management for staff
- Enable relevant marketing and social media activities

3. Legal Basis for Processing

The primary legal bases for processing personal data are:

- **Contractual Obligation:** Processing necessary for fulfilling employment contracts with staff and service agreements with students.

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- **Legal Obligation:** Processing necessary for compliance with legal obligations, such as tax reporting and regulatory requirements.
- **Consent:** Obtaining explicit consent for marketing activities, social media content, and other optional services.

4. Data Use and Sharing

We use personal data solely for the purposes outlined above. We may share personal data with:

- **Third-Party Service Providers:** For IT, payroll, and HR services under GDPR-compliant agreements.
- **Regulatory Authorities:** As legally required, for example reporting low attendance rates to Immigration authorities.
- **Social Media and Marketing Platforms:** Only when explicit consent has been obtained from the individual.

5. CCTV Use and Monitoring


- **Purpose:** CCTV is used to monitor public areas, such as hallways, entrances, and shared spaces, for safety and security purposes. It is not used in private areas (e.g., bathrooms, staff rooms).
- **Access:** Only the head of the school, Patrick McCarthy, has access to CCTV footage. Requests for access to CCTV recordings by law enforcement or individuals will be handled in compliance with GDPR.
- **Signage:** Clear signs are placed throughout the premises to inform individuals of CCTV monitoring.

6. Social Media and Marketing

With the individual's explicit consent, we may use their personal information (e.g., images, testimonials) for marketing purposes, including social media, website content, newsletters, and promotional materials. Students give consent through signing a waiver at the beginning of their course, whilst staff give consent through their contracts. Individuals can withdraw their consent for marketing at any time by contacting the director at director@patricksenGLISH.com

7. Data Security and Storage

We take appropriate technical and organizational measures to protect personal data against unauthorized access, alteration, and deletion.

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All records for administration, accounts, marketing, staff, learners, partners, clients, associates and other stakeholders are securely stored on the management system.

The school uses Fidelo software to safely and accurately maintain student administrative records, including such data as passport details, medical and dietary requirements, visa status and attendance.

Staff documents, such as CVs, copies of certificates and degrees, and contracts, are securely kept on Fidelo software, Google drive, and hard copies in a locked cabinet at reception.

Fidelo and Google both feature a backup storage system to recover lost data in the event that the server fails.

Access to all records and documentation are restricted to the Director, Director of studies and receptionist. Computer and software accounts are password protected.


School head Patrick McCarthy is solely responsible for invoicing and accounts. DOS and receptionists also have access to such documentation for administrative purposes (i.e students request a printout of their invoice).

Personal data is retained only for as long as necessary for the purpose it was collected. Student and staff data is retained according to regulatory and contractual requirements and deleted once no longer needed (Data is retained not longer than 18 months after student has completed their course. This information is retained for inspections and providing documentary evidence such as to relevant authorities.) Such information is automatically removed from the system.

8. Individual Rights

Under GDPR, individuals have the following rights:

- **Right to Access:** Request access to their personal data.
- **Right to Rectification:** Request correction of inaccurate or incomplete data.
- **Right to Erasure:** Request deletion of personal data, subject to legal and contractual limitations.
- **Right to Restrict Processing:** Limit how we use their data.
- **Right to Data Portability:** Obtain a copy of their data for reuse.
- **Right to Object:** Object to processing of data for certain purposes, including direct marketing.

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To exercise these rights, individuals can contact the directors of the school via email, as outlined in their respective handbooks.

9. Data Breach Notification

In the event of a data breach, we will follow legal obligations to notify affected individuals and relevant authorities within 72 hours, if necessary.

10. Contact Information

If you have any questions regarding this policy or wish to exercise your rights under GDPR, please contact:

- **Data Protection Officer:** Patrick Mccarthy
- **Email:** director@patricksenGLISH.com
- **Phone:** 0877146338
- **Address:** 30 South Terrace, Ballintemple, Cork T12 E9PR

11. Policy Review and Updates

This policy may be updated to remain compliant with relevant data protection laws and the changes in school operations. All changes will be communicated to staff and students and posted on our website, as needed.

By using Patrick's English Academy's services, individuals acknowledge that they have read and understood this GDPR Policy.