



# St. Mary's CBS Application Form

## 1<sup>st</sup> Year 2023/2024 school year

A copy of the school's Admission Policy and this Application Form for Admission for the 2023-2024 school year is available as follows:

- To download at: <https://www.portlaoisecbs.com>
- Distributed through our main primary feeder schools during the week of September 28<sup>th</sup> 2022
- On request: By emailing stmarys@portlaoisecbs.com or by writing to St. Mary's CBS, Borris Road, Portlaoise, Co. Laois.

### Applicant's Details

SURNAME \_\_\_\_\_ FORENAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PPSN \_\_\_\_\_ EIRCODE \_\_\_\_\_

MOTHER'S MAIDEN NAME \_\_\_\_\_ NATIONALITY \_\_\_\_\_

### Parent / Guardian Details

LEGAL GUARDIAN 1	LEGAL GUARDIAN 2
FULL NAME _____	FULL NAME _____
ADDRESS _____	ADDRESS _____
_____	_____
_____	_____
EIRCODE _____	EIRCODE _____
DAYTIME CONTACT NO _____	DAYTIME CONTACT NO _____
MOBILE NO _____	MOBILE NO _____
EMAIL ADDRESS _____	EMAIL ADDRESS _____
_____	_____
RELATIONSHIP TO APPLICANT _____	RELATIONSHIP TO APPLICANT _____

Do you attend a primary school within the catchment area of Portlaoise Parish, Stradbally & Timahoe, that meet the admissions criteria and have fully completed the admission procedure? YES.  NO

If YES, please name school here \_\_\_\_\_

### OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ OFFER MADE: YES / NO



I / We the undersigned, being the Parent(s) / Guardian(s) of the above named-candidate, hereby apply for his admission to the school.

I / We have read and understood the school's Admission Policy and agree to respect the school's Code of Behaviour.

Legal Guardian 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Guardian 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Data Controller** Board of Management, St. Mary's CBS, Borris Road, Portlaoise, Co. Laois.

**Personal Identifiable Information (School)** We collect personal identification information from prospective students to assess their application for enrolment in accordance with our School Admissions Policy.

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Applicant Name; Surname; Date of Birth;
- Legal Guardian(s) Name; Address; Phone Number; Mobile Number;

#### **How we use collected information**

We use this personal data for to assess your application for enrolment in accordance with the School Admissions Policy.

#### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized 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 who are enrolled in the school, 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. For those students who are not enrolled, we will dispose of your application form once the school year starts. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in the school 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.

#### **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.