

Privacy Policy

Coláiste Cholmcille Website Data Protection Notice (GDPR Compliant)

Last Updated: June 16, 2026

Coláiste Cholmcille ("we", "our", or "the School") respects your privacy and is committed to protecting the personal data of all visitors to our website, <https://ccbs.ie/>. This Privacy Policy outlines how we collect, use, process, and disclose your personal data in compliance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the Irish Data Protection Act 2018.

1. Data Controller

The Board of Management of Coláiste Cholmcille, Ballyshannon, Co. Donegal, Ireland, is the Data Controller responsible for your personal data collected via this website. If you have any questions regarding this policy or our data handling practices, you can contact our Data Protection Coordinator at info@ccbs.ie or call **+353 (0)71 985 8288**.

2. Information We Collect and How We Use It

We collect and process personal data through our website in two primary ways: information you provide voluntarily, and information collected automatically.

2.1. Information You Voluntarily Provide

- **Contact and Inquiry Forms:** When you contact us through forms on our website, we collect your name, email address, phone number, and any details you provide in your message. We use this solely to respond to your specific query.
- **School Enrollment / Event Registrations:** If you use our web platform to initiate applications, expression of interest forms, or sign up for school events, we collect identity information, student/parent relationships, and basic contact credentials to fulfill administrative processing.

2.2. Information Collected Automatically

- **Device and Usage Information:** Like most websites, we collect non-identifying technical logs, including your internet protocol (IP) address, browser version, operating system, referral URLs, and interactions with our web layouts. This data is used anonymized via analytics tools to maintain security and monitor system health.

3. Legal Basis for Processing

Under the GDPR, we rely on the following legal foundations to manage your data:

1. **Public Task / Performance of an Educational Function:** To process enrollments and deliver administrative updates essential to the standard school workflow.
2. **Legitimate Interests:** To optimize our website experience, defend against cybersecurity hazards, and answer public inquiries.

4. Data Retention and Sharing

We do not retain personal data longer than necessary for the purpose it was gathered. Contact forms are archived or purged routinely after your issue is resolved, unless a longer legal retention timeline applies (e.g., formal student registration files).

We never sell or trade your data. We only share data with trusted third-party service providers operating under strict data processing agreements matching GDPR requirements.

5. Your Data Protection Rights

Under EU/Irish data protection laws, you possess comprehensive rights regarding your personal records:

- **Right of Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can ask us to correct inaccurate or incomplete information.
- **Right to Erasure ("Right to be Forgotten"):** You can request data deletion under specific legal circumstances.
- **Right to Restrict or Object:** You can challenge or restrict specific forms of data processing.

To exercise these rights, email us at info@ccbs.ie. If you believe your data has been handled unlawfully, you have the right to lodge a formal complaint with the **Data Protection Commission (DPC)** of Ireland (www.dataprotection.ie).