
Privacy Policy

CBC Monkstown Park | cbcmonkstown.ie

Effective date: 15 September 2026

Important: This Privacy Policy is intended as a website privacy notice. It should be read together with CBC Monkstown Park's Data Protection Policy and other applicable school policies. It is not a substitute for the school's full data protection documentation or legal advice.

1. Who We Are

Christian Brothers College, Monkstown Park (CBC Monkstown Park) is a voluntary Catholic fee-paying secondary school for boys and is a member of the Edmund Rice Schools Trust. The school is managed by a Board of Management. The school's published Data Protection Policy identifies the Board of Management as the data controller and the Principal as responsible for coordinating implementation of the policy.

For website-related privacy queries, you can contact the school at **office@cbcmonkstown.ie** or by post at **Monkstown Park, Mounttown Road Upper, Dun Laoghaire, County Dublin, A96 TF64**. Telephone: **01 - 2805854**.

2. Scope of This Notice

This notice explains how personal data may be collected, used, stored and disclosed when you visit cbcmonkstown.ie, contact the school through the website, or otherwise interact with website content and services.

The website contains links to or integrations with third-party services, including VSware, the school app, social media services and embedded or externally hosted content. Those services may have their own privacy notices and terms.

3. Personal Data We May Collect

- Contact information you choose to provide, such as your name, email address, telephone number and the content of your enquiry.
- Information supplied in connection with admissions, school enquiries, events or other requests where the website directs you to contact the school or an external service.
- Technical information such as IP address, browser type, device information, pages viewed, referring pages, approximate location derived from IP address, and dates/times of access, where collected by website infrastructure, security tools or analytics.
- Cookie and consent information, including your cookie preferences.
- Information you voluntarily submit through forms or communications. Please do not send sensitive or confidential information through a general website enquiry unless the school specifically asks you to do so.

4. How We Use Personal Data

- To respond to enquiries, requests and communications.
- To provide information about school activities, admissions, events, policies, news and services.
- To operate, secure, maintain and improve the website.
- To remember cookie and privacy preferences.
- To understand website usage and improve content and user experience where analytics cookies are enabled.
- To comply with legal, regulatory and safeguarding obligations and to protect the rights, safety and security of the school community.

5. Legal Bases for Processing

Depending on the circumstances, the school may process personal data on the basis of one or more lawful bases under the GDPR and Irish data protection law, including legal obligation, performance of a task carried out in the public interest or in the exercise of official authority, legitimate interests, contractual necessity where applicable, and consent where consent is required or relied upon.

Where consent is used, you may withdraw it at any time, without affecting the lawfulness of processing carried out before withdrawal.

6. Sharing Personal Data

The school may disclose personal data where necessary and lawful to service providers and processors who support website hosting, security, maintenance, communications, analytics or other school functions. Information may also be disclosed where required by law, regulation, court order or to protect the safety and rights of individuals.

The website links to third-party services. For example, the site provides access to VSware and the school app. Use of those services may involve separate processing by the relevant provider.

The school does not sell personal data.

7. International Transfers

Where a service provider processes personal data outside the European Economic Area, the school will seek to ensure that any transfer is carried out in accordance with applicable GDPR requirements and uses an appropriate legal transfer mechanism where required.

8. Data Retention

Personal data is retained only for as long as necessary for the purpose for which it was collected, to meet legal and regulatory obligations, to establish or defend legal claims, or in accordance with the school's records-management and retention requirements.

Retention periods can vary depending on the type of record. The school's Data Protection Policy and applicable records-management requirements should be consulted for more specific retention information.

9. Data Security

CBC Monkstown Park takes appropriate technical and organisational measures to protect personal data against unauthorised access, accidental loss, alteration, disclosure or destruction. Access to personal data is restricted to people who need it for legitimate school purposes.

No method of transmission or storage can be guaranteed to be completely secure. If you believe that you have disclosed personal data to the wrong recipient or have identified a security issue affecting the website, please contact the school promptly.

10. Children and Young People

CBC Monkstown Park is a secondary school and its website may be accessed by students and other young people. The school takes the protection of children and young people seriously. Personal data relating to students is handled in accordance with applicable data protection, safeguarding and school policies.

Parents/guardians and students should use the appropriate school channels for matters involving confidential student information rather than submitting such information through general website forms.

11. Your Data Protection Rights

Subject to applicable legal conditions and exemptions, individuals may have rights under data protection law including:

- The right to be informed about how personal data is processed.
- The right to access personal data held about you.
- The right to request correction of inaccurate or incomplete personal data.

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- The right to request erasure in certain circumstances.
 - The right to request restriction of processing in certain circumstances.
 - The right to object to certain processing, including processing based on legitimate interests.
 - The right to data portability where the legal requirements for that right are met.
 - The right to withdraw consent where processing is based on consent.

Some rights are subject to statutory limitations and may not apply in every circumstance. Requests should be made to the school using the contact details below.

12. Complaints

If you have a concern about how your personal data is being handled, please contact CBC Monkstown Park first so that the school can investigate and respond.

You also have the right to lodge a complaint with the Irish Data Protection Commission (DPC) where you believe your data protection rights have been infringed. The DPC is the independent supervisory authority for data protection in Ireland.

13. Third-Party Websites and Services

The website contains links to third-party websites and services, including social media platforms and school systems. CBC Monkstown Park is not responsible for the privacy practices, security or content of third-party websites. Please review the relevant provider's privacy notice before submitting personal data.

14. Cookies

The website uses cookies and similar technologies. Strictly necessary cookies may be used to provide essential website functions and remember cookie preferences. The website also currently identifies Google Analytics as a third-party analytics service. Analytics cookies should be controlled through the website's cookie consent mechanism where applicable.

For further information, please see the separate CBC Monkstown Park Cookie Policy.

15. Changes to This Privacy Policy

The school may update this notice from time to time to reflect changes in law, technology, school practices or website services. The updated version will be published on this website with a revised effective date where appropriate.

16. Contact Us

CBC Monkstown Park

Monkstown Park, Mounttown Road Upper, Dun Laoghaire, County Dublin, A96 TF64

Telephone: 01 - 2805854

Email: office@cbcmonkstown.ie

Website: cbcmonkstown.ie

Document review note: This website privacy notice should be reviewed by CBC Monkstown Park before publication to confirm that all current website forms, plugins, analytics, embedded services, hosting providers and retention arrangements are accurately reflected.