



**gretb**

Bord Oideachais agus Oiliúna  
na Gaillimhe agus Ros Comáin  
*Galway and Roscommon  
Education and Training Board*

## Section 29 Appeals Application Form

This form should be used for the making of an appeal to  
Galway & Roscommon Education & Training Board  
(as provided for under section 29 of the Education Act, 1998)

**IN GENERAL APPEALS MUST BE MADE WITHIN 14  
DAYS OF RECEIPT OF THE BOARD OF  
MANAGEMENT'S DECISION**

# APPEAL APPLICATION

(PLEASE WRITE IN BLOCK PRINT)

NAME:

ADDRESS:

  

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DAYTIME TELEPHONE NUMBER:

MOBILE No. (if available):

NAME OF STUDENT (If under 18 years of age):

DATE OF BIRTH:

YEAR/CLASS OF STUDENT:

NAME AND ADDRESS OF SCHOOL IN RESPECT OF WHICH THE APPEAL IS MADE:

  

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NATURE OF DECISION: (Please tick one category only)

Refusal to enrol	
Suspension *	
Permanent exclusion/ Expulsion	

- *Please note that an appeal may only be made in respect of a suspension which results in 20 days or more of suspension for that student in any one school year*
- *An appeal case to Board of Management must be concluded prior to appealing to Galway & Roscommon ETB.*



PLEASE ENCLOSE COPIES OF ALL CORRESPONDENCE WITH THE SCHOOL IN  
RELATION TO THIS MATTER

YOU MAY ALSO ENCLOSE ANY OTHER RELEVANT DOCUMENTATION  
IN SUPPORT OF YOUR CASE.

I certify that the information given above is true. I understand that all documentation considered relevant may be accessed as part of this appeal process, and that contact may be made for this purpose with relevant bodies such as the National Educational Psychological Service or the National Educational Welfare Board. I understand that all documentation provided by me in relation to this appeal, including this application form will be released to the school in question prior to an appeals hearing taking place.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed application form to:

David Leahy,  
Chief Executive,  
Galway & Roscommon Education & Training Board,  
Coiléar Bán, Athenry, Co. Galway.  
Tel: (091) 874260

Please Note that when submitting this Application Form you should at the same time notify the school in question of the Appeal to Galway and Roscommon Education and Training Board and the grounds on which it is made.

**A completed copy of this Form may also be provided to the school.**

For Office Use Only:  
Date of Receipt:

File Ref:

## **Galway and Roscommon**

### **Education and Training Board**

#### **Privacy Notice to students (and their parents/guardians)**

By applying for and/or attending an ETB school, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by Galway and Roscommon Education and Training Board. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at [www.gretb.ie](http://www.gretb.ie)

1. We are Galway and Roscommon Education and Training Board. Our address and contact details are Galway and Roscommon Education and Training Board Headquarters, An Coiléar Bán, Athenry, Co. Galway. Phone: 091 874500. We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at [www.gretb.ie](http://www.gretb.ie)
2. When you are a student with Galway and Roscommon Education and Training Board, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in section 2 of our Data Protection Policy. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc. 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 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, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.gretb.ie](http://www.gretb.ie)
3. We share your personal data with third parties, including other Government bodies. This includes the

State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers 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. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.gretb.ie](http://www.gretb.ie)

4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of GRETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of GRETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with Galway and Roscommon Education and Training Board). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.gretb.ie](http://www.gretb.ie)
7. You have the following statutory rights that can be exercised at any time:
  - (a) Right to complain to supervisory authority.
  - (b) Right of access.
  - (c) Right to rectification.
  - (d) Right to be forgotten.
  - (e) Right to restrict processing.
  - (f) Right to data portability.
  - (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.gretb.ie](http://www.gretb.ie), or alternatively contact our Data Protection Officer.

8. We have appointed a Data Protection Officer (DPO) on an interim basis. The contact details are Data Protection Officer, GRETB H.Q., An Coiléar Bán, Athenry, Co. Galway. Contact: 091 874548, email: [data.protection@gretb.ie](mailto:data.protection@gretb.ie). If you have any queries, please consult our Data Protection Policy (available at [www.gretb.ie](http://www.gretb.ie)) or contact our DPO.