

**Limerick Area Post Primary Schools
Common Application System (CAS)
Privacy Notice 2025/2026**

**Privacy Notice in respect of data collected by schools & processed by
Limerick Education Support Centre for the purposes of the
Limerick Area Post-Primary Schools' Common Application System (CAS)**

Purpose

The Common Application System (CAS) is the process whereby the transfer of pupils from primary school to a participating post-primary school in the Limerick area is managed. The Common Application System is administered by Limerick Education Support Centre on behalf of the Limerick Principals & Deputy Principals' Association.

The purpose for which this data is collected and processed is:

To assist and support the parents/guardians of children seeking a place in 1st Year in one of the 17 CAS post-primary schools in Limerick city and environs.

The 17 post-primary schools in the CAS area are:

Ardcoil Mhuire (*girls*), Corbally, Limerick.

Ardcoil Rís (*boys*), North Circular Road, Limerick.

Castletroy College (*co-ed*), Newtown, Castletroy, Co. Limerick.

Coláiste Chiaráin (*co-ed*), Croom, Co. Limerick.

Coláiste Mhichíl (*boys*), Sexton Street, Limerick.

Coláiste Nano Nagle (*girls*) Sexton Street, Limerick.

Crescent College Comprehensive S.J. (*co-ed*), Dooradoyle, Limerick.

Gaelcholáiste Luimnigh (*co-ed, All Irish*), Clare St., Limerick.

Laurel Hill Coláiste F.C.J. (*girls, All Irish*), South Circular Road, Limerick.

Laurel Hill Secondary School F.C.J. (*girls*), South Circular Road, Limerick.

Limerick Educate Together Secondary School (*co-ed*) Groody Rd, Towlerton, Castletroy, Lmk.

Mungret Community College (*co-ed*) Caheranardrish, Mungret, Co. Limerick.

Salesian Secondary College (*co-ed*), Pallaskenry, Co. Limerick.

St. Clements College (*boys*), South Circular Road, Limerick.

St. Munchin's College (*boys*), Corbally, Limerick.

Thomond Community College (*co-ed*) Moylish Park, Limerick.

Villiers Secondary School (*co-ed, Fee Paying*), North Circular Road, Limerick.

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In the event that you do not provide the data requested on the CAS application form, it will not be possible to process your application under the scheme and your child will not secure a 1st year place in a participating CAS school for the academic year 2025/2026.

Data Controller(s)

Each school from the 17 participating CAS post-primary schools who receives a CAS form becomes the data controller for that data.

If you have a query or receive a refusal from your school of 1st choice, please contact the Secretary of the Board of Management of that school directly.

If you have a query regarding an offer or a refusal from any school other than your No. 1 choice, please contact the Secretary of the Board of Management of that school directly.

Data Processor

Limerick Education Support Centre is the data processor for the processing of your data.

If you have a query in respect of the processing of your data, please send an email to gdpr@lec.ie.

Data subjects

- Parents/guardians who complete the Limerick Area post-Primary Schools' Common Application Form on behalf of their child/ward (*the applicant*).
- Child/ward (*the applicant*)
- Siblings of the applicant.

What data is collected?

The following information is collected about the parents/guardians:

- Names of parents/guardians
- Address
- Contact Number
- E-mail address

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The following information is collected about the child (applicant)

- Name of child (*applicant*)
- Address
- Date of birth
- Gender
- PPS number
- Religion
- Nationality
- Parish in which the applicant resides
- Primary School name & address
- Applicant's choice of schools in rank order from 1 – 11

The following information is collected about sibling(s) of the applicant (where relevant):

- Name(s) of sibling(s)
- Name of Post-Primary School (*where relevant*)

Data Sharing

- The school of 1st choice will share the CAS form & its data with Limerick Education Support Centre provided that you consent to such sharing on page 4 of the CAS application form. To consent to this sharing of data you must tick the consent **(A)** under the GDPR Section on page 4 of the Application Form.
In the event that you do not consent to this data being shared by the school of 1st choice with Limerick Education Support Centre, it will not be possible to process your application under the scheme and your child will not receive a place in 1st year in any of the 17 CAS schools, including your No. 1 choice school, for 2025/2026.
- If your child does not receive their school of 1st choice, the Application Form will be shared by Limerick Education Support Centre with schools 2-11, as required, in the order of preference, provided that you consent to such sharing. To consent to this sharing of data you must tick the consent **(B)** under the GDPR Section on page 4 of the Application Form.
In the event that you do not consent to this data being shared with the schools listed 2-11 on your Application form, the CAS form you submit to the school of first choice will only be considered by that school. If your child does not receive a place in that first-choice school, the form will not be shared with any of the schools listed 2-11 and your child/ward will not secure a place in any other post-primary school in the Common Application System area through this process.
- Data will be shared with the Department of Education and TUSLA Education Support Service if requested.

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Storage period

The data processed by Limerick Education Support Centre will be retained for a period of 3 years to enable the completion of the CAS process for 2025/2026 and to ensure that there is a record, in case of a further application by the applicant for a school place during the 2026/2027 school year.

All records (*database and paper copies*) will be deleted in September 2027.

Please consult each individual school's GDPR policy for further information regarding their individual data protection and retention policies.

Data Subject Rights

- Please note that you have a right to request access to your data and that of your child/ward (*applicant*).
- You have the right to correct your data, seek to restrict how it may be processed or object to how it may be processed.
- While you have a right to have your data or that of your child/ward (*applicant*) deleted from the records of Limerick Education Support Centre, we may not be able to agree to your request if it is less than 3 years since you submitted your application under this scheme.
- You have the right to lodge a complaint with the Data Protection Commissioner, please see www.dataprotection.ie