



Project ID: 061-0145

Dear parent/guardian,

The National Council for Curriculum and Assessment (NCCA) advises the Minister for Education on curriculum and assessment for early childhood education, primary and post-primary schools. At present, the NCCA is carrying out a national consultation on the draft Leaving Certificate Physical Science (Phys-Chem) specification. This consultation involves in-depth engagement with a wide variety of stakeholders across Ireland. Part of this consultation involves school-based focus groups with students, teachers and school leaders..

As part of this, Portumna Community School is supporting the NCCA in this work. The NCCA is seeking consent to:

- allow your child to participate in a focus group discussion, as part of the consultation on the draft Leaving Certificate Physical Science (Phys-Chem) specification record this focus group discussion using notes taken by a member of the NCCA staff and use the feedback to inform the work on the final specification of LC Physical Science (Phys-Chem)

The NCCA would be delighted if your child would take part in this work. Their name will not be used in published material. Your child can stop taking part in the work at any stage.

What are your rights regarding personal data?

You and your child have the following rights, in certain circumstances and subject to applicable exemptions, in relation to the personal data we hold:

- the right to access the personal data and information about our processing of that personal data
- the right to require us to correct any inaccuracies in the personal data
- the right to require us to erase the personal data

NCCA, ESRI Building, Whitaker Square, Sir John Rogerson's Quay, Dublin 2, D02 K138
CNCM, Áras ESRI, Cearnóg Whitaker, Cé Sir John Rogerson, Baile Átha Cliath 2, D02 K138

+353 1 661 7177 | info@ncca.ie | www.ncca.ie

- the right to request that we no longer process the personal data for particular purposes.
- the right to object to our use of the personal data or the way in which we process it.

Please note that to help protect your privacy and that of your child, we take steps to verify your identity before giving access to personal data.

NCCA will hold the photos/videos/written material for six years after which it will be deleted. You may, at any time, request that we remove any image/video your child appears in during these six years by contacting NCCA's Data Protection Officer at dpo@ncca.ie or by phoning 01 661 7177 or by writing to Data Protection Officer, NCCA, ESRI Building, Whitaker Square, Sir John Rogerson's Quay, Dublin 2, D02 K138. Please quote the project ID: **061-0145** when contacting us.

Please contact, Michelle Bolger at michelle.bolger@ncca.ie or 01 661 7177 if you would like more information about this work. Thank you for taking the time to read this letter.

Kind regards,

A handwritten signature in black ink, appearing to read 'Michelle Bolger', written over a horizontal line.

Michelle Bolger

Education Officer