Gaelscoil de hÍde

DÚN EALA, DÚN TEACHAÍN, MAINISTIR FHEARMAÍ,CO. CHORCAÍ

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Data Protection/Record Retention Policy

Introduction and Rationale

This policy was formulated by the staff and Board of Management of Gaelscoil de hÍdeThe policy applies to all staff and pupils as well as other partners with whom the school has business.

The school recognises and accepts its responsibility as set out in the following:

- Data Protection Act 1998 and Data Protection (Amendment) Act 2003.
- Education Act 1998, section 9 (g), requiring a school to provide access to records to parents and to past pupils over 18.
- Education Act 1998, section 22.2 (b), requiring a school to regularly evaluate students and periodically report the results of the evaluation to the students and their parents.
- Education Welfare Act 2000, requiring a school to report school attendance and transferof pupils.

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Relationship to the characteristic spirit of the school

Gaelscoil de hÍde respects the rights of privacy of all those in the whole school community.

Aims of the Policy

- To ensure that the school complies with its legislative obligation.
- To protect the rights and privacy of all those who are the subjects of data that comes intothe possession of the school. (Personal, Pupil, Administrative, Board of Management)
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies, including parents and pupils over 18.
- To stipulate the length of time records and reports will be retained.

The data controller must give a copy of his/her personal data to an individual on request.

Overview of Policy

The Principal assumes the function of Data Controller and supervises the applicationof the Data Protection Act within the school. The data under the control of the Principal comes under the following headings:

1. **Sensitive Personal Data**
   - Religious Belief
   - Staff medical certificates and correspondence from Medmark group.
   - Pupil medical certificate
   - Data relating to child protection

2. **Personal Data**
   - **Enrolment Data**
     This data relates to personal details of the students such as name, address, date of birth, gender, dietary information, PPSN.
   - **Staff data**
     This includes names, addresses, PPSN, contact details, payroll number, CVs, attendance records and copies of employment contracts.

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- **Parent/Guardian Data**
  This includes details listed on a pupil's enrolment form and payments made to the school.
- **Other**
  This includes CVs on file, submitted by persons applying for workexperience/substitute work.

3. Pupil Records

- Results of teacher designed tests,
- Standardised tests results,
- Copy of IEP (Individual Education Plan for pupils with Special education Needs)
- Behaviour plan and classroom support plans (where necessary)
- Confidential reports
- Correspondence from parents
- Copy of court orders re access
- Copy of end of year report
- Approval of resources from NCSE
- Records of breaches of serious or gross misbehaviour
- Records of meetings between Principal and parents
- Parent/teacher meeting record card
- Administration of medicine indemnity form
- Letters of transfer
- Copies of correspondence that have been sent to external agencies.

4. Administrative Data

- Yard diaries (record of incidents on the yard)
- Roll books and registers

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5. Board of Management

- The minutes' folder of The Board of Management records the decisions reached by theBoard in the discharge of its statutory duty. The minute folder also includes:

(i) correspondence of a non routine nature received and discussed by The Board,
(ii) copies of the Financial reports presented to the Board,
(iii) copies of the Principal's reports presented to the Board and
(iv) any other documentation that the Board, in its absolute discretion, deems appropriate tobe included in the minute folder.

- Complaints presented to the Board and all subsequent correspondence
- Payroll data
- Financial data

Disclosure of records

Elements of the data listed above may be disclosed, where relevant and appropriate,with the consent of the data controller to the following:

- Parents/guardians, past pupils over 18.
- School staff
- Outside agencies such as the DES, HSE (these include the NCSE)
- Other schools to which pupils are transferring.

Parental authorisation will be sought in advance of release of data to outside agencies. Outside agencies requesting disclosure of data must do so in writing. Parents/Guardians must also makesuch a request in writing to the Data Controller.

Responding to Requests

The data controller will respond to requests within 40 days of receipt of same.

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Guidelines on Retention time for Data

All data will be retained for the duration of a pupil's enrolment / staff employment and for an additional period of between 1 and 8 years. In certain circumstances some data may beretained indefinitely.

Personal Data and Pupil records

The following will be kept for 8 years after the pupil leaves the school:

- Parent/teacher meeting record cards
- End of year report from each year in school
- Standardised test results from each year in school
- Copy of most recent professional reports from outside agencies
- Copies of Individual Education Plans
- Records held by the principal in relation to child protection/child welfare will be held indefinitely

Retention time for Administrative Data

- Record sheets of fire drills will be kept for 8 years
- Staff records will be retained for 1 year following their departure and then will be shredded
- Records in relation to staff welfare will be held for 8 years
- Records for employees of the Board of Management will be retained for 8 years
- Applications/CVs submitted for work experience will be shredded at end of current year
- Financial records (office) will be kept for 8 years
- Roll books will be kept forever

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Retention time for Board of Management Data

The minute book of the Board of Management meetings will be held indefinitely.

Storage

Data that is to be stored for 8 years will be stored in a secure location and will be accessible by designated personnel only. A pupil profile and selection of records are held by each teacher in his/her individual classroom and passed on to the next teacher as the child moves to the next class at the end of the school year. Each class teacher has a copy of the standardised test results relating to their class. These are kept in a locked filing cabinet in the classroom. The sixth class teacher stores the files of the outgoing sixth class in a storage box in the learning support storage room.

All pupil profiles and school roll books are stored in the school office in a filing cabinet. All standardised test results are kept in filing cabinets in the learning support storage room. The learning support teacher stores all diagnostic tests/professional pupil assessments and IEPs in afiling cabinet in the learning support room.

Data stored on computers is password and firewall protected. Passwords are changed regularly.

Success Criteria:

- Compliance with Data Protection Act and Statute of Limitations Act
- Easy access to records
- Framework in place for ease of compilation and reporting
- Manageable storage of records.

Roles and Responsibilities:

- The class teachers are responsible for the maintenance and storage of the pupil files in their classroom cabinets. Class teachers are responsible for transferring these files to the next class teacher at the end of the school year. The sixth class teacher is responsible for transferring thesixth class files to the storage room.

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- The learning support teacher is responsible for the maintenance and storage of all learning support files in a filing cabinet in the learning support room and learning support storage room.
- The school secretary and Principal are responsible for the records kept in the filing cabinetin the school office.
- The Principal is responsible for records kept in the Principal's office.
- The Principal will ensure records are maintained and stored, particularly the records ofstudents transferring to another school.

Implementation Data & Review

All records held from before that date will continue to be maintained in the school.

It will be reviewed as the needarises and amended if necessary.

Review/Ratification/Communication:

This policy was ratified on

The policy will be available on the school website and through the school office.

Síniú : _____.

Cathaoirleach an Bhoird Bainistíochta

Dáta :_____.

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