Gaelscoil de hÍde

Polasaí Chosaint Sonraí

Ráiteas Tosaigh.

Baineann an Beartas um Chosaint Sonraí seo le sonraí pearsanta a choimeádann Bord Bainistíochta Ghaelscoil de hÍde agus tá sé á chosaint ag na hAchtanna um Chosaint Sonraí, 1988 agus 2018 agus treoirlínte na hEorpa (GDPR)

Baineann an beartas le foireann uile na scoile, an bord bainistíochta, tuismitheoirí/caomhnóirí, daltaí agus daoine eile (daltaí ionchasacha nó féideartha agus a dtuismitheoirí/a gcaomhnóirí agus iarratasóirí ar phoist foirne laistigh den scoil) sa mhéid go mbaineann na bearta faoin mbeartas leo. Stórálfar sonraí go slán, ionas go gcosnaítear faisnéis rúnda i gcomhlíonadh na reachtaíochta ábhartha. Leagtar amach sa bheartas seo an bealach ina gcosnóidh an scoil sonraí pearsanta agus sonraí íogaire

Oibríonn Gaelscoil de hÍde faoi **mhodh príobháideachais** tré phleanáil ar mhaithe do Chosaint Sonraí. Lámhseáltar sonraí pearsanta faoinár gcúram i dtreo is:
(1) go bhfuil teacht air, d'éinne gur leis / leí na sonraí
(2) go bhfuil sé coimeádta go sábhálta
(3) go bhfuil cur chuige Chosaint Sonraí na scoile cláraithe agus
(4) go bhfuil freagracht agus soléireacht curtha chun cinn go príomha.
Cuireadh an chéad dreacht den pholasaí seo le chéile, i gcomhairle le foireann na scoile i Meán Fómhair 2019. Deineadh athbhreithniú air i Meitheamh 2020 agus arís i Feabhra/ Márta 2021.

Achoimre Feidhmiúcháin

Is é an Bord Bainistíochta Gaelscoil de hÍde rialaitheoir sonraí ar shonraí pearsanta atá sa scoil a bhaineann lena bhfoireann, daltaí, tuismitheoirí / caomhnóirí agus muintir eile de phobal na scoile reatha agus roimhe seo agus amach anseo. Tá dualgas ar an mBord Bainistíochta na prionsabail um chosaint sonraí a chomhlíonadh a leagtar amach sna hAchtanna um Chosaint Sonraí, 1988 agus 2003, ar féidir an t-achoimriú a leanas a dhéanamh orthu:

1] Sonraí Pearsanta a fháil agus a phróiseáil go cóir: Bailítear faisnéis ar dhaltaí le cabhair ó thuismitheoirí / chaomhnóirí agus ón bhfoireann. Aistríonn na

scoileanna ar ar fhreastal na daltaí roimhe seo, faisnéis. I dtaobh faisnéise atá á choimeád ag an scoil ar dhaoine eile (comhaltaí foirne, daoine a dhéanann iarratas ar phoist laistigh den scoil, tuismitheoirí / caomhnóirí daltaí arl.), is gnách go soláthraíonn na daoine an fhaisnéis iad féin le toiliú iomlán agus feasach agus a cuireadh i dtoil a chéile fad a bhí siad fostaithe nó ar conradh leis an scoil. Caitear leis na sonraí sin go léir i gcomhréir leis na hAchtanna um Chosaint Sonraí agus le téarmaí an Bheartais um Chosaint Sonraí seo. Déanfar an fhaisnéis seo a fháil agus a phróiseáil go cóir.

2] Cead: Nuair atá cead tugtha do sholáthar sonraí cosanta, (msp. Sonraí do bhallraíocht a fháil ar fhoireann spóirt / imeachtaí iar-scoile / imeachtaí atá scoil-roghnaithe), tá an cead le bheith tugtha le toil, tughta go sonrach, déanta go heolach agus le tuiscint glan soléir.

3] An fhaisnéis a choimeád do chuspóir sonraithe agus sainráite dlíthiúil amháin nó níos mó: Cuirfidh an Bord Bainistíochta daoine ar an eolas ar na cúiseanna a mbailíonn siad a sonraí agus cuirfidh siad daoine ar an eolas ar an úsáid a bhainfidh siad as a sonraí. Coimeádtar an fhaisnéis go léir agus aird ag gach tráth ar shárleas an duine.

4] Gan an fhaisnéis a phróiseáil ach ar bhealaí a oireann do na cuspóirí a tugadh a fhaisnéis i dtosach báire: Ní phróiseálfar sonraí a bhaineann le daoine ar bhealach atá ar aon dul leis an cuspóirí a bailíodh iad. Ní nochtfar faisnéis ach ar bhonn riachtanais, agus déanfar rochtain ar an bhfaisnéis a rialú go dian.
Ní cuirfear tuairiscí/eolas a bhaineann le daltaí ar aghaidh chuig bunscoil nó meanscoil eile go dtí go bhfuil sé deimhnithe ag an scoil sin go bhfuil an dalta claraithe ann agus go bhfuil iarratas, i scribhinn, fachta ón scoil sin.

5] Sonraí Pearsanta a choimeád sábháilte agus slán: Ní féidir leo siúd ach a bhfuil fíorchúis acu chun amhlaidh a dhéanamh rochtain a fháil ar an bhfaisnéis. Stóráiltear Sonraí Pearsanta Íogaire faoi ghlas i gcás taifead de láimh agus cosnaítear iad le bogearraí ball dóiteáin agus le cosaint phasfhocail i gcás sonraí a stóráiltear go leictreonach. Ba cheart gléasanna iniompartha ar a stóráiltear sonraí (ar nós ríomhairí glúine) a chriptiú agus a chosaint le pasfhocal sula mbaintear iad ó áitreabh na scoile. (Ní cheart go mbeadh Sonraí Pearsanta an dalta le feiscint in áit poiblí.)

6] Sonraí Pearsanta a choimeád cruinn agus, iomlán agus cothrom le dáta: Ba cheart do dhaltaí, tuismitheoirí/caomhnóirí, agus/nó an fhoireann an scoil a chur ar an eolas ar aon athrú ar cheart don scoil a dhéanamh dá sonraí pearsanta agus/nó

sonraí pearsanta íogaire lena chinntiú go bhfuil sonraí an duine aonair cruinn, iomlán agus cothrom le dáta. A luaithe a chuirfear ar an eolas iad, déanfaidh an scoil na hathruithe riachtanacha ar na taifid ábhartha. Níor cheart taifid a athrú nó a scriosadh, áfach, gan an t-údarú ceart a fháil. Má theastaíonn athrú/ceartú, ba cheart don duine a dhéanfaidh an t-athrú sin nóta a dhátú agus a shíniú ina dtugtar an t-údarú sin agus an athrú/na hathruithe atá le déanamh ar aon bhuntaifead/bhuncháipéis.

7] A chinntiú go bhfuil an fhaisnéis leordhóthanach, ábhartha agus nach bhfuil sí iomarcach: Ní bhaileofar agus ní stórálfar ach an méid faisnéise a theastaíonn chun seirbhís leordhóthanach a sholáthar.

8] Gan an fhaisnéis a choimeád níos faide ná mar is gá don chuspóir nó do na cuspóirí sonraithe ar tugadh í dó/dóibh: Mar riail ghinearálta, coimeádfar an fhaisnéis don fhad a bheidh an duine ag freastal ar an scoil. Ina dhiaidh sin, comhlíonfaidh an scoil treoirlínte na Roinne Oideachais agus Scileanna maidir le Sonraí Pearsanta agus Sonraí Pearsanta Íogaire a stóráil a bhaineann le dalta. I gcás comhaltaí foirne, comhlíonadh an scoil treoirlínte na Roinne Oideachais agus Scileanna agus ceanglais na gCoimisinéirí Ioncaim araon maidir le taifid a choimeád a bhaineann le fostaithe. Anuas air sin, féadfaidh an scoil na sonraí a choimeád a bhaineann le duine ar feadh fad níos faide ama chun forálacha ábhartha an dlí a chomhlíonadh agus/nó chun éileamh a chosaint faoin reachtaíocht fostaíochta agus/nó faoi chonradh agus/nó faoin dlí sibhialta. (Féach Aguisín 1)

9] Cóip dá *sonraí pearsanta* a sholáthar d'aon duine, ar iarraidh sin: Tá an ceart ag daoine fios a bheith acu cén sonraí pearsanta/sonraí pearsanta íogaire atá á gcoimeád fúthu, cé aige a gcoimeádtar iad, agus cén cuspóir dá gcoimeádtar iad. (Féach Aguisín 2)

Scóip.

Cuspóir an Bheartais: Baineann na hAchtanna um Chosaint Sonraí le *sonraí pearsanta* a choimeád agus a phróiseáil, i bhfoirm de láimh agus leictreonach araon. Is é cuspóir an bheartais seo ná chun cabhrú leis an scoil chun a ndualgais reachtúla a chomhlíonadh, chun na dualgais siúd a mhíniú d'fhoireann na Scoile, agus chun an fhoireann, na daltaí agus a dtuismitheoirí/a gcaomhnóirí a chur ar an eolas faoi conas a chaithfear lena sonraí.

Baineann an beartas le foireann uile na scoile, an Bord Bainistíochta, tuismitheoirí/caomhnóirí, daltaí agus daoine eile (daltaí ionchasacha nó féideartha

agus a dtuismitheoirí/a gcaomhnóirí, agus iarratasóirí ar phoist foirne laistigh den scoil) sa mhéid go láimhseálann nó go bpróiseálann an scoil a Sonraí Pearsanta i gcaitheamh a ndéileálacha leis an scoil.

Gluais.

Chun tuicint cheart a fháil ar dhualgais na scoile, tá roinnt príomhthéarmaí ann ar cheart d'fhoireann uile ábhartha na scoile tuiscint a fháil orthu:

Ciallaíonn ***sonraí*** faisnéis i bhfoirm ar féidir í a phróiseáil. Áirítear le sonraí sonraí uathoibrithe (e.g. sonraí leictreonacha) agus sonraí de láimh.

Ciallaíonn ***Sonraí Pearsanta*** sonraí a bhaineann le duine beo atá sainaitheanta nó ar féidir é/í a shainaithint cibé acu ó na sonraí nó ó na sonraí i gcomhar le faisnéis eile atá faoi sheilbh, nó ar dócha go mbeidh sí faoi sheilbh an Rialaitheora Sonraí, i.e. an Bord Bainistíochta

Is é Rialaitheoir Sonraí na scoile ná an Bord Bainistíochta

Duine le Sonraí – Is é / í aon duine le hábhar sonraí pearsanta

An Próiseálaí Sonraí / Is é / í an duine a phróiseálann sonraí pearsanta ar son an rialaitheora Sonraí.
I gcás Ghaelscoil de hÍde is é Seán mac Gearailt ,príomhoide Ghaelscoil de hÍde, an próiseálaí. Gearrann an reachtaíocht um Chosaint Sonraí cúramaí cosanta ar ghrúpaí eile faoi leith scoil-cheangailte faoina bpróiseáil sonraí scoile féin msp. Aladdin,

Próiseáláil Sonraí

- Ag fáil, ag taifead nó ag coimeád sonraí.
- Ag bailiú, ag eagrú, ag stóráil, ag athrú nó ag leasú sonraí .
- Ag fáil ar ais, ag breathnú nó ag úsáid sonraí .
- Ag nochtadh sonraí tré scaipeadh, cur ar aghaidh nó cur ar fáil .
- Ag alíniú, ag cur le cheile, ag stopadh, ag scriosadh nó ag cur sonraí ó mhaith.

Tagraíonn ***Sonraí Pearsanta Íogaire*** do *Shonraí Pearsanta* maidir leis an méid a leanas:

- bunadh ciníoch nó eitneach,

- tuairimí polaitiúla nó creidimh reiligiúnacha nó fhealsúnacha dhuine
- ballraíocht duine de cheardchumann
- sláinte fhisiciúil nó mheabhrach nó riocht
- saol agus claonadh gnéis duine
- aon chion a rinne an duine nó a líomhnaítear go ndearna an duine, nó

aon imeachtaí do chion a rinne an duine nó a líomhnaíodh go ndearna an duine, na himeachtaí siúd a chur de lámh, nó pianbhreith aon chúirte sna himeachtaí siúd, ciontuithe coiriúla nó cion a líomhnaíodh go ndearna an duine.

Sarú ar Shonraí Pearsanta: sárú slandála sonraí go himeacht timpisteach nó mídhleathach, cailliúint, athrú, foilsiú gan cead, nó teacht ar shonraí pearsanta faoi bhráid pobail, faoi stór nó próiseálta. Ciallaíonn sé sin aon chomhghéilleadh nó cailliúnt shonraí phearsanta, is Cuma conas nó cá dtarlaíonn sé.

Réasúnaiocht.

Anuas ar a ndualgais dhlíthiúla faoi shainchúram fairsing na reachtaíochta oideachais, tá freagracht dhlíthiúil ar an scoil chun na hAchtanna um Chosaint Sonraí a chomhlíonadh. Mínítear sa bheartas seo cén sórt sonraí a bhailítear, cén fáth a mbailítear iad, cé chomh fada a stórálfar iad agus cé leis a roinnfear iad. Caitheann an scoil lena gcuid freagrachtaí faoin dlí um Chosaint Sonraí go han-tromchúiseach, agus is mian leo cleachtais shábháilte a chur i bhfeidhm chun sonraí pearsanta duine a chosaint. Aithnítear, chomh maith, go n-éascaíonn faisnéis fhíriciúil a chur i dtaifead go cruinn agus í a stóráil go sábháilte measúnú a dhéanamh ar an bhfaisnéis agus a chur ar chumas an phríomhoide agus an Bhoird Bhainistíochta chun cinntí a dhéanamh maidir le reáchtáil éifeachtúil na Scoile. Anuas air sin, baineann ríthábhacht le láimhseáil éifeachtúil na sonraí lena chinntiú go bhfuil comhsheasmhacht agus leanúnachas ann sa chás go dtagann athrú ar an bpearsanra laistigh den scoil agus den Bhord Bainistíochta.

Dualgais Dhlíthiúla Eile.

Ba go gcuirfí san áireamh i gcur i bhfeidhm an bheartais seo dualgais agus freagrachtaí eile dlíthiúla na scoile. Baineann cuid díobh seo go díreach le cosaint sonraí. ***Mar shampla:***

Faoi Alt 9(g) den Acht Oideachais, 1998, ní mór rochtain a thabhairt do thuismitheoirí dalta, nó do dhalta a bhain aois 18 mbliana amach, ar thaifid a choimeádann an scoil a bhaineann le dul chun cinn an dalta ina n-oideachas.

Faoi Alt 20 den Acht Oideachais (Leas), 2000, ní mór don scoil clár a choimeád de gach dalta a fhreastalaíonn ar an scoil.

Faoi Alt 20(5) den Acht Oideachais (Leasú), 2000, tá dualgas ar phríomhoide chun faisnéis áirithe a chur in iúl a bhaineann le freastal linbh ar an scoil agus ceisteanna eile a bhaineann le dul chun cinn oideachais an linbh do phríomhoide scoile eile a bhfuil an leanbh ag aistriú chuici.

Nuair atá tuairiscí déanta go gairmiúil, lasmuigh d'fhoireann Ghaelscoil de hÍde, agus atá ar fhillteáin reatha daltaí, cuirfear a leithéid de thuairiscí ar aghaidh go scoil iar-bhunoideachais ach amháin nuair atá cead scríte loirgte agus faighte ó thuisití na ndaltaí ainmnithe.

Faoi Alt 21 den Education (Welfare) Act, 2000, ní mór don scoil freastal nó neamhfhreastal daltaí atá cláraithe ag an scoil ar gach lá scoile a chur i dtaifead./

Faoi Alt 28 den Acht Oideachais (Leasú), 2000, féadfaidh an Scoil *Sonraí Pearsanta* a choimeádann siad a sholáthar do chomhlachtaí áirithe forordaithe (an Roinn Oideachais agus Scileanna, an Bord Náisiúnta um Leas Oideachais (ar a dtugtar TÚSLA ón 1 Eanáir 2014), an Chomhairle Náisiúnta um Oideachas Speisialta, scoileanna eile, ionaid eile oideachais) a fhad agus a bhíonn an Scoil sásta go n-úsáidfear iad do "chuspóir ábhartha" (lena n-áirítear stair oideachais nó oiliúna duine a chur i dtaifead nó chun monatóireacht a dhéanamh ar a ndul chun cinn oideachais nó oiliúna lena dheimhniú conas is fearr is féidir cabhrú leo chun deiseanna oideachais nó oiliúna a fháil nó chun a gcumas oideachais a fhorbairt; nó chun tabhairt faoi thaighde ar scrúduithe, páirt a ghlacadh in oideachas agus in éifeachtacht ghinearálta oideachais nó oiliúna).

Faoi Alt 14 den Acht um Oideachas do Dhaoine a bhfuil Riachtanais Speisialta Oideachais acu, 2004, ceanglaítear ar an scoil chun an fhaisnéis sin a iarrfaidh an Chomhairle go réasúnta ó thráth go chéile a sholáthar don Chomhairle Náisiúnta

um Oideachas Speisialta (agus dá bhfostaithe, lena n-áireofaí Eagraithe Riachtanais Speisialta Oideachais ("ERSOanna")).

Foráiltear san Acht um Shaoráil Faisnéise, 1997, ceart cáilithe chun rochtain a fháil ar fhaisnéis atá á coimeád ag comhlachtaí poiblí nach riachtanach gur "sonraí pearsanta" atá i gceist leo i gcomhréir leis an reachtaíocht um chosaint sonraí. Cé nach bhfuil scoileanna faoi réir na reachtaíochta um shaoráil faisnéise faoi láthair, má sholáthair scoil faisnéis do chomhlacht atá cumhdaithe ag an Acht um Shaoráil Faisnéise (ar nós na Roinne Oideachais agus Scileanna etc.), d'fhéadfaí na taifid seo a nochtadh má dhéantar iarratas ar an gcomhlacht sin.

Faoi Alt 26(4) den Acht Sláinte, 1947, cuirfidh Scoil faoi deara go dtugtar gach áis réasúnta (áiseanna chun ainmneacha agus seoltaí dalta a fhreastalaíonn ar an scoil san áireamh) d'údarás sláinte a sheirbheáil fógra orthu i leith cigireacht leighis, e.g. cigireacht fiaclóireachta

Faoi *Tús Áite do Leanaí* 2015, tá freagrachtaí ar dhaoine sainordaithe chun mí-úsáid nó faillí leanaí a thuairisciú le TÚSLA – an Ghníomhaireacht um Leanaí agus an Teaghlach (nó i gcás éigeandála agus nach bhfuil fáil ar TÚSLA, an Garda Síochána).

An gaol le meanma shaintréitheach na scoile.

Lorgaíonn Gaelscoil de hÍde chun an méid a leanas a dhéanamh:

- a chur ar chumas gach dalta a lánchumas a fhorbairt
- timpeallacht shábháilte agus shlán a sholáthar chun foghlaim inti
- meas ar éagsúlacht luachanna, creideamh, traidisiún, teangacha agus slite beatha a chur chun cinn sa tsochaí

Tá de chuspóir againn na spriocanna seo a bhaint amach agus meas á léiriú ar phríobháideacht agus ar chearta um chosaint sonraí daltaí, na foirne, tuismitheoirí/caomhnóirí agus daoine eile a idirghníomhaíonn linn. Is mian leis an scoil na haidhmeanna/misin seo a bhaint amach agus meas iomlán á léiriú ar chearta daoine i leith príobháideachta agus cearta faoi na hAchtanna um Chosaint Sonraí.

Sonraí Pearsanta a shainaithint.

I measc na dtaifead ar *Shonraí Pearsanta* atá á gcoimeád ag an scoil, **d'fhéadfadh** an méid a leanas a bheith i gceist:

A. Taifid Fóirne

(1) Catagóirí sonraí foirne: Mar aon leis na comhaltaí reatha foirne (agus iarchomhaltaí foirne), d'fhéadfadh go mbainfeadh na taifid seo le hiarratasóirí a dhéanann iarratas ar phoist laistigh den scoil, múinteoirí faoi oiliúint agus múinteoirí faoi phromhadh, scoláirí meánscoile ar thaithí oibre. D'fhéadfaí a áireamh leis na taifid foirne seo:

- Ainm, seoladh agus sonraí teagmhála, uimhir PSP
- Ainm & sonraí teangmhála muinteartha i gcás éigeandála
- Buntaifid iarratais agus cheapacháin (foirmeacha iarratais, scéimeanna marcála agallaimh agus cáipéisí eile a bhaineann le hearcú agus le roghnú, ar nós teistiméireachtaí, torthaí Ghrinnfhiosrúchán an Gharda Síochána agus measúnuithe Medmark);Taifead ar cheapacháin le poist ardú céime
- Sonraí faoi asláithreacht fhaofa (sosanna gairme, saoire thuismitheora, saoire staidéir etc.)
- Sonraí faoin taifead oibre (cáilíochtaí, na ranganna a múineadh, na hábhair seach churaclaim etc.)
- Sonraí faoi ghearáin agus/nó chasaoid, lena n-áirítear comhairliúcháin nó plé inniúlachta, pleananna gníomhaíochta/ feabhsaithe/ measúnachta agus taifead ar dhul chun cinn
- Sonraí faoi aon timpistí/ghortuithe a tharla ar réadmhaoin na scoile nó i dtaca leis an gcomhalta foirne a thugann faoina ndualgais scoile
- Taifid ar aon tuairiscí a rinne an scoil (nó a bhfostaithe) maidir leis an mball foirne do ranna Stáit agus/ó do ghníomhaireachtaí eile faoi Acht Tús Áite do Leanaí 2015.

(2) Cuspóirí: Coimeádtar taifid foirne do na cuspóirí a leanas:

- bainistíocht agus riarachán ghnó na scoile (anois agus amach anseo)
- íocaíocht na foirne a éascú, agus chun sochair/teidlíochtaí eile a ríomh (lena n-áirítear seirbhísináirithe chun íocaíochtaí pinsin, teidlíochtaí agus/nó íocaíochtaí iomarcaíochta a ríomh sa chás gur cuí)
- íocaíochtaí pinsin a éascú amach anseo
- bainistíocht acmhainní daonna.

- arduithe céime a rinneadh a chur i dtaifead (cáipéisíocht a bhaineann le hardú céime ar a ndearnadh iarratas) agus athruithe a tháinig ar fhreagrachtaí etc.
- a chur ar chumas na scoile chun a gcuid dualgas a chomhlíonadh mar fhostóir, lena n-áirítear timpeallacht shábháilte éifeachtúil oibre agus múinteoireachta a chaomhnú (lena n-áirítear a gcuid freagrachtaí faoin Acht um Shábháilte, Sláinte agus Leas ag an Obair, 2005) a chomhlíonadh
- a chur ar chumas na scoile chun na ceanglais a leagann an Roinn Oideachais agus Scileanna, na Coimisinéirí Ioncaim, an Chomhairle Náisiúnta um Oideachas Speisialta, an Bord Náisiúnta um Leas Oideachais, FSS, agus aon ranna agus/nó gníomhaireachtaí rialtais, reachtúla agus/nó rialála síos a chomhlíonadh
- an reachtaíocht a bhaineann leis an scoil a chomhlíonadh.

(3) Láthair & Slándáil I nGaelscoil de hÍde:

a) Tá cáipéisí láimh & doiciméid, mar aon le gléasanna USB atá in úsáid mar thacaíocht chúlaithe, á coimeád i gcaibinéad slán faoi ghlas in oifig an phríomhoide a bhíonn faoi ghlas. Tá sé de dhualgas ag foireann na scoile aon eolas scoile a choimeád faoi rún.

b) Tá taifid digiteacha coimeádta ar ríomhairí le cosaint pas a athraítear gach 6 seachtain. Tá criptiú sásúil ar an ngléas ríomhaire. Tá cód slándála rochtana ar phríomhdhoras na scoile.

B. Taifid Dalta

1) Catagóirí sonraí daltaí:

D'fhéadfaí a áireamh leo seo:

- Faisnéis a d'fhéadfaí a lorg agus a chur i dtaifead ar iontrála agus a d'fhéadfaí a chur le chéile agus a bhailiú i gcaitheamh thréimhse an dalta sa scoil. D'fhéadfaí a áireamh leis na taifid seo:
    - ainm, seoladh agus sonraí teagmhála, uimhir PSP
    - dáta agus áit bhreithe
    - ainmneacha agus seoltaí na dtuismitheoirí/na gcaomhnóirí agus a sonraí teagmhála (lena n-áirítear aon socruithe speisialta maidir le caomhnóireacht, coimeád nó rochtain)

- creideamh reiligiúnach
- bunadh cinioch nó eitneach
- ballraíocht de phobal an Lucht Siúil, sa chás gur cuí
- cibé acu más nó mura sealbhóirí cárta leighis iad siúd (nó a dtuismitheoirí)
- cibé acu más é nó murab é an Béarla céad teanga an dalta agus/nó cibé acu an dteastaíonn nó nach dteastaíonn tacaíocht teanga Béarla ón dalta
- aon choinníollacha ábhartha speisialta (e.g. riachtanais speisialta oideachais, saincheisteanna sláinte) a d'fhéadfadh bheith i gceist.

- Faisnéis ar an iarthaifead acadúil (lena n-áirítear tuairiscí, teistiméireachtaí, measúnuithe agus taifid eile ó aon scoil(eanna) ar ar fhreastail an dalta roimhe seo
- Measúnuithe síceolaíocha, síciatracha agus/nó leighis
- Taifid freastail
- Grianghraif agus íomhánna taifeadta de dhaltaí (lena n-áirítear ag imeachtaí scoile agus éachtaí a chur i dtaifead). Féach: Treoirlínte ar Íomhánna de Leanaí i Scoileanna a Ghlacadh agus a Úsáid
- Taifead acadúil – ábhair ar a ndearnadh staidéar, tascanna ranga, torthaí scrúdaithe faoi mar atá siad taifeadta ar thuairiscí oifigiúla scoile
- Taifid ar éachtaí suntasacha
- Cibé acu an bhfuil an dalta díolmhaithe ó staidéar a dhéanamh ar an nGaeilge
- Taifid ar shaincheisteanna/imscrúduithe disciplíneacha agus/nó na smachtbhannaí a ghearrtar
- Taifid eile, e.g. taifid ar aon ghortuithe/timpistí tromchúiseacha etc. (Nóta: moltar chun tuismitheoirí a chur ar an eolas go bhfuil teagmhas ar leith á chur i dtaifead)
- Taifid ar aon tuairiscí a rinne an scoil (nó a bhfostaithe) maidir leis an dalta le ranna Stáit agus/nó le gníomhaireachtaí eile faoin reachtaíocht um thuairisciú éigeantach agus/nó faoi threoirlínte um chosaint leanaí (faoi réir Nósanna Imeachta um Chosaint Sonraí na Roinne Oideachais agus Scileanna).

(2) Cuspóirí: Coimeádtar taifid dalta do na cuspóirí a leanas:

- a chur ar chumas gach dalta a lánchumas a fhorbairt

- na ceanglais reachtaíochta nó riaracháin a chomhlíonadh
- a chinntiú gur féidir leis na daltaí incháilithe tairbhe a bhaint ón múinteoireacht ábhartha nó na tacaíochtaí airgeadais breise
- tacú le hilchreidmheachas a sholáthar
- a chur ar chumas teagmháil a dhéanamh le tuismitheoirí/caomhnóirí i gcás éigeandála nó sa chás go ndúntar an scoil, nó chun tuismitheoirí a chur ar an eolas ar dhul chun cinn a linbh nó chun tuismitheoirí a chur ar an eolas ar imeachtaí Scoile etc.
- freastal ar riachtanais oideachais, shóisialta, fhisiciúla agus mhothúchánacha an dalta
- glactar grianghraif agus íomhánna taifeadta de dhaltaí chun éachtaí scoile a cheiliúradh, bliainirisí a chur le chéile, láithreán gréasáin a bhunú, imeachtaí scoile a chur i dtaifead, agus chun taifead a choimeád ar stair na scoile. Glactar agus úsáidtear na taifid siúd i gcomhréir le Treoirlínte ar Íomhánna Leanaí i Scoileanna a Ghlacadh agus a Úsáid de chuid na Scoile
- a chinntiú go gcomhlíonann an dalta critéir iontrála na scoile
- a chinntiú go gcomhlíonann na daltaí na riachtanais aoise íosta dá gcúrsa
- cáipéisíocht/faisnéis a sholáthar faoin dalta don Roinn Oideachais agus Scileanna, an Chomhairle Náisiúnta um Oideachas Speisialta, an Bord Náisiúnta um Leas Oideachais, agus scoileanna eile etc. i gcomhlíonadh an dlí agus na dtreoracha a eisíonn ranna rialtais
- cáipéisíocht/faisnéis/teistiméireachtaí a sholáthar d'institiúidí dara leibhéal oideachais (nó a dtuismitheoirí/a gcaomhnóirí i gcás dalta faoi 18 mbliana d'aois)

3) Latháir / Slándáil thuasluaite /Location and Security procedures as above

C. Taifid an Bhoird Bhainistíochta

1) Catagóirí de shonraí an bhoird bhainistíochta: D'fhéadfaí a áireamh leo seo:

- Ainm, seoladh agus sonraí teagmhála gach comhalta den bhord bainistíochta (lena n-áirítear iarchomhaltaí an bhoird bhainistíochta)
- Taifid maidir le ceapacháin a dhéantar leis an mBord

- I measc na miontuairiscí ar chruinnithe an Bhoird Bhainistíochta agus an chomhfhreagrais *a sheoltar chuig an mBord, d'fhéadfadh tagairtí do dhaoine ar leith a bheith i gceist.*

2) **Cuspóirí:** A chur ar chumas an Bhoird Bhainistíochta chun oibriú i gcomhréir leis an Acht Oideachais, 1998 agus leis an reachtaíocht infheidhme eile agus le taifead a choimeád ar choinní agus cinntí an bhoird.

3) **Láthair & Slándáil:** Thuasluaite

D. Taifid Eile ; Creidiúnaithe

1) **Catagóirí sonraí:** féadfaidh an scoil roinnt den fhaisnéis a leanas nó an fhaisnéis go léir a leanas a choimeád faoi chreidiúnaithe (ar daoine féinfhostaithe roinnt díobh):

- ainm
- seoladh
- sonraí teagmhála
- uimhir PSP
- sonraí cánach
- sonraí bainc agus
- an méid a íocadh leo

2) **Cuspóirí:** Teastaíonn an fhaisnéis chun gnáthbhainistiú agus gnáthriaradh a dhéanamh ar ghnóthaí airgeadais na scoile, lena n-áirítear sonraisc a íoc, cuntais bhliantúla airgeadais a chur le chéile agus iniúchtaí agus imscrúduithe a dhéanann na Coimisinéirí Ioncaim a chomhlíonadh.

3) **Láthair & Slándáil:** Thuasluaite

E. Foirmeacha chun aisíocaíocht cánach a fháil ar charthanacht

(1) **Catagóirí sonraí:** féadfaidh an scoil na sonraí a leanas a choimeád maidir le deontóirí a rinne tabhartais charthanúla leis an scoil:

- ainm
- seoladh
- uimhir ghutháin
- uimhir PSP
- ráta cánach
- síniú agus
- ollmhéid an tabhartais

(2) **Cuspóirí:** Tá scoileanna i dteideal fáil a bheith acu ar an scéim faoiseamh cánach do thabhartais airgid a fhaigheann siad. Chun an faoiseamh a éileamh, ní mór don deontóir deimhniú (CHY2) a chomhlánú agus é a thabhairt don scoil chun ligean dóibh ollsuim na cánach a bhaineann leis an tabhartas a éileamh. Ar an bhfaisnéis a iarrtar ar an deimhniú cuí tá ainm, seoladh, uimhir PSP, ráta cánach, uimhir ghutháin, síniú an tuismitheora agus ollmhéid an tabhartais. Coimeádann an Scoil seo i gcás go ndéanann na Coimisinéirí Ioncaim iniúchadh.

(3) **Láthair & Slándáil**: Thuasluaite.

Naisc le Beartais eile agus le Soláthar an Churaclaim.

Is gá do bheartais scoile a bheith comhsheasmhach lena chéile, laistigh de chreatlach Phlean foriomlán na Scoile. Ba cheart scrúdú a dhéanamh ar na beartais ábhartha scoile atá i bhfeidhm cheana féin nó atá á bhforbairt nó á n-athbhreithniú, agus tagairt á déanamh don bheartas um chosaint sonraí agus ba cheart dul i ngleic le haon impleachtaí a mbíonn aige dóibh.

D'fhéadfadh na beartais a leanas a bheith i measc na mbeartas ar a ndéantar breithniú:

- Córas POD
- Beartas do Chosaint Leanaí
- Beartas Frithbhulaíochta
- Cód Iompair
- Polasaí Iontrála
- Polasaí Ríomhairí
- Polasaí Méasúnaithe
- Polasaí Oideachais Speisialta
- Cúrsaí Airgeadais / Scéim Leabhair
- Polasaí Géarchéime
- Beartas Rollaite

Próiseáil de réir cearta duine.

Próiseálaítear sonraí de réir cearta duine sa scoil seo.

Tá an ceart ag duine ó thaobh sonraí de do

(a) Eolas mar gheall ar sonraí pearsanta atá ag an scoil air / uirthi .
(b) Iarratas a dhéanamh teacht ar aon shonraí atá ag an rialaitheoir sonraí mar gheall faoi / fuithi.
(c) Cosc a chur ar phróiseáil a sonraí do mhargaíocht dhíreach .
(d) Iarratas a dhéanamh chun eolas mí-chruinn a leasú.
(e) Iarratas a dhéanamh sonraí a chealú nuair nach bhfuil sé ag teastáil a thuilleadh.

Sonraí Pearsanta i mBaol .

1. Tuairisceofar gach teagmhas inar cuireadh sonraí pearsanta (agus sonraí pearsanta íogaire) i mbaol d'Oifig an Choimisinéara Cosanta Sonraí a luaithe a bhíonn an scoil/an Bord Bainistiochta ar an eolas ar an teagmhas (nó laistigh de 2 lá ina dhiaidh sin), seachas an riarathóir le bheith den dtuairim nach bhfuil riosca ann do chearta agus saorántachtaí an duine:
2. Teagmháil a dhéanamh leis an duine / daoine atá i gceist (cibé acu ar an nguthán/ar ríomhphost etc.) lena thabhairt le fios gur tharla nochtadh/cailleadh/milleadh nó athrú shonraí pearsanta an duine.

3. Má thagann an próiseálaí sonraí ar an eolas go bhfuil teagmhas inar cuireadh sonraí pearsanta i mbaol, caithtear é a thabhairt faoi bhráid an riarathóra sonraí (an Bord Bainistíochta) gan mhoill.

Daoine a dhéanann iarratas ar rochtain.

Tá duine ar bith i dteideal seo faoi iarratas scríbhinn:

- cóip de na sonraí a choimeádtar faoi/fúithi
- freagra don iarratas sin laistigh de mhí
- gan táille a lorg ar an iarratas sin ach i gcásanna eisceachtúla le hiarratais athfhillteacha á lorg
- agus is chomh fada is nach bhfuil eolas faoi aon pháirtí eile san áireamh

Ag lorg eolais thar fón.

Caithfidh fostaí bheith aireach ag tabhairt eolais pearsanta atá ag an scoil thar fón. Ba cheart d'fhostaí ach go háirithe a:

- Iarraidh ar an duine atá ag glaoch a (h)iarratas a chur i scríbhinn.

- An t-iarratas a chur ar aghaidh chuig an bpríomhoide má tá aon cheist.

- Ní cheart go mbraithfeadh aon fhostaí faoi bhrú chun eolas a fhoilsiú.

Socruithe, Róil agus Freagrachtaí maidir le Cur i bhFeidhm.

Is é an Bord Bainistíochta, Gaelscoil de hÍde an rialathóir sonraí agus is é an príomhoide a chuireann i bhfeidhm an bheartais um chosaint sonraí, le cinnteacht

déanta aici go bhfuil cur amach ag baill fóirne ar a gcúramaí cuí faon mBeartas um Chosaint Sonraí.

Is iad na pearsantachtaí seo a leanas lena bhfuil freagracht do chur i bhfeidhm an Bheartais um Chosaint Sonraí

.

Ainm	**Freagartha as**
An Bord Bainistíochta ;	Rialathóir Sonraí ;
Príomhoide;	Cur i bhfeidhm an bheartais;
Post Freagrach;	Cur i bhfeidhm an bheartais;.
Múinteoir / Ball Fóirne ;	Cur I bhfeidhm an bheartais ;

Daingniú agus Cumarsáid.

Bhí an beartas seo daingnithe ag an mBord Bainistíochta, Gaelscoil de hÍde ag cruinniú ar 19/9/2023 agus sínithe ag an gCathaoirleach. Tá taifead déanta ag Rúnaí an Bhoird sna miontuairiscí.

Monatóireacht a dhéanamh ar Chur i bhFeidhm an Bheartais.

Tá monatóireacht a dhéanamh ar chur i bhfeidhm an bheartais ag an bPríomhoide, an fhoireann agus an Bord Bainistíochta.

.

Athbhreithniú agus Measúnú a dhéanamh ar an mBeartas.

Ba cheart athbhreithniú agus measúnú a dhéanamh ar an mbeartas gach dhá bhliain. Ba cheart go dtabharfar aird ar fhaisnéis nó treoirlínte athraitheacha (e.g. ón gCoimisinéir Cosanta Sonraí, an Roinn Oideachais agus Scileanna nó ón NEWB, ar a dtugtar TÚSLA anois), reachtaíocht agus aiseolas ó thuismitheoirí/chaomhnóirí, daltaí, foireann na scoile agus daoine eile. Ba cheart an beartas a leasú de réir mar is gá i gcomhthéacs an athbhreithnithe agus an mheasúnaithe sin agus laistigh de chreatlach phleanála na scoile.

Sínithe: Máire Uí Riain

Don agus ar son an Bhoird bhainistíochta 19/9/2023

Dáta Deimhnithe 29/9/2023

Gaelscoil de hÍde

Aguisín 1

Taifid scoile a choimeád.

Bainteach le Daltaí.	**Tréimse choinneála**
Leabhair Tinrimh Foirmeacha Iontrála. Nótaí Smachta. Torthaí scrúdaithe – Caighdeánach Tuairiscí Siceolaíochta. IEPs Tuairiscí Timpiste. Tuairiscí maidir le Cosaint Leanaí. S.29 Achainí	Go deo. Go sroicheann an páiste 25 bl. d'aois. Ná scrois riamh. Go sroicheann an páiste 25 bl. d'aois. Ná scrois riamh. Ná scrois riamh. Ná scrois riamh. Ná scrois riamh. Ná scrois riamh.
Taifid Agallaimh	
Bord Agallaimh Scéim Mharcanna. Nótaí Boird Bainistíochta (d'iarrathóirí nach raibh an t-ádh leo)	18 mhí ón am gur dúnadh an comórtas agus 6 mhí eile, ar eagla go mbeadh ar an mBínse Comhionannais an scoil a chur ar an eolas go mbeadh cás á thógaint.
Taifid Foirne	
Conradh Fostaíochta Clárú leis an gComhairle Mhúinteoireachta. Taifid Grinnfhiosrúcháin Tuairiscí ar thimpistí ar scoil.	Faid is atá siad fostaithe sa scoil agus 7 mbliana ina theannta san. (6 bliana chun cás a thógaint i gcoinne na scoile agus 1 bliain eile anuas ar sin.)

Taifid Bórd Bainistíochta.	
Clár agus Miontuairiscí BOM. Taifid CCTV Párolla & Cáin Sonraisc/ Admháil Iniúchadh ar Chúntaisí	Go deo. 28 lá de gnáth. I gcás fiosrúchán coiriúil – chomh fada is go bhfuil gá. Lorgaíonn na Coimisinéirí Ioncaim 6-bliana ó dheireadh na bliana cánach. Iad a choimeád ar feadh 7 mbliana. Go deo.

Gaelscoil de hÍde

Aguisín 2.

Iarratas chun Sonraí Pearsanta a lorg.

Foirm Iarratais.

Iarratas chun Sonraí Pearsanta a lorg Faoi Acht Chosaint Sonraí 1988 go 2018

Tábhachtach; Caithfear cruthúnas ceannachta a chur leis an iarratas seo.(mar shampla ceadúnas tiomána/ pas):

Ainm Iomlán;(Ainm & Sloinne)	
Ainm roimh phósa;*(más rud é go raibh an ainm sin in úsáid agat faid is a bhí tú sa scoil)*	
Seoladh;	
Uimhir fhóin;*	Seoladh ríomhphoist; *

* Má bhíonn orainn teangmháil a dhéanamh leat chun labhairt faoi d'iarratas.

Cuir tic ar an mbosca cuí.

Tuismitheoir/Caomhnóir do dhalta atá sa scoil faoi láthair; ☐	**Iar-dhalta** ☐	**Ball Foirne (faoi láthair)** ☐	**Iar-bhall foirne:** ☐

Ainm an dalta:	Dáta Breithe an Dalta;

Bliain a d'fhag sé/sé an scoil.		Na blianta ó/go dtí..:	

Cóip do *Shonraí Pearsanta* a sholáthar:

Ba mhian liom,_____ [ainm] iarratas a cur isteach, chun cóip Shonraí Persanta atá á choimeád ag Gaelscoil de hÍde fúm/ faoi mo leanbh a fháil.Táim á dhéanamh seo faoi Acht Chosaint Sonraí 2013 go 2018.

Chun cabhrú linn do shonraí Phearsanta a fháil, déan tagairt sa bhosca thíos ar na sonraí ata á lorg. Aon eolas eile atá á lorg agat, atá bainteach le d'iarratas (m.sh. iomhánna, taifead CCTV arl), cinntigh go dtugann tú an dáta, am agus áit arl. . Cabhróidh sé seo linn agus sinn i mbun cuardach.

Deimhním go bhfuil gach eolas atá tugtha agam san fhoirm seo fíor, chomh fada lem' eolas.

Síniú an iarratasóra……..…….. Dáta: ……

Seol an fhoirm seo thar n-ais chuig;

Cathaoirleach an Bhoird Bhainistíochta, Gaelscoil de hide, Dún Eala, Mainistir Fhear Maí, Co. Chorcaí

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Gaelscoil de hÍde

Data Protecton Policy

Introductory Statement.

This Data Protection Policy applies to the **personal data** held by the Board of Management, Gaelscoil de hÍde and is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR). The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school.

Gaelscoil de hÍde operates a **Privacy by Design** method in relation to Data Protection.[1] We audit the personal data we hold in order to

(1) be able to provide access to individuals to their data;
(2) ensure it is held securely;
(3) Document our data protection procedures and
(4) Enhance accountability and transparency.

This means we plan carefully when gathering personal data so that we build in the ***data protection principles*** as integral elements of all data operations in advance.

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

This policy was originally drafted in September 2019, in consultation with the staff of the school. It was reviewed in June 2020 and again in February/ March 2021.

Data Protection Principles.

The Board of Management of Gaelscoil de hÍde is the data controller of personal data relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the B.O.M. is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR, which can be summarised as follows:

1] Obtain and Process Personal Data fairly: Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds information on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly.

.

2] Consent: Where consent is the basis for provision of personal data, (e.g. data required to join sports team/ after-school activity/ or optional school activity) the consent must be a freely given, specific, informed and unambiguous indication of the data subject's wishes. Gaelscoil de hÍde will require a clear, affirmative action e.g. ticking of a box/ signing a document to indicate consent. Consent can be withdrawn in these situations.

3] Keep it only for one or more specified and explicit lawful purposes: The B.O.M. will inform individuals of the reasons they collect their data and the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times.

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

4] Process it only in ways compatible with the purposes for which it was given initially: Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a 'need to know' basis, and access to it will be strictly controlled. Information or records on students will not be transferred to another primary or secondary school until it is verified by that school that the pupil is registered and a written request is obtained from the relevant other school for such information/records.

5] Keep Personal Data safe and secure: Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored under lock and key in the case of manual records and protected with computer software and password protection in the case of electronically stored data. Portable devices storing personal data (such as laptops) should be encrypted and password-protected before they are removed from the school premises. (Pupils' personal data, i.e. names, addresses, phone numbers, email addresses etc., should not be left to view in public areas).

6] Keep Personal Data accurate, complete and up-to-date: Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. Records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change.

7] Ensure that it is adequate, relevant and not excessive: Only the necessary amount of information required to provide an adequate service will be gathered and stored.

8] Retain it no longer than is necessary for the specified purpose or purposes for which it was given: As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter,

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

the school will comply with DES guidelines on the storage of Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. (See Appendix 1}

9] Provide a copy of their personal data to any individual on request: Individuals have a right to know and have access to personal data is held about them, by whom, and the purpose for which it is held. (See: Appendix 2)

Scope

Purpose of the Policy: The Data Protection Acts 1988 to 2018 and GDPR apply to the keeping and processing of Personal Data. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to School staff, and to inform staff, students and their parents/guardians how their data will be treated.

The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their Personal Data in the course of their dealings with the school.

Definition of Data Protection Terms

In order to properly understand the school's obligations, there are some key terms, which should be understood by all relevant school staff:

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Data means information in a form that can be processed. It includes both automated data (e.g. electronic data) and manual data.
Personal Data means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (B.O.M.).
Data Controller is the Board of Management of the school.
Data Subject - This is an individual who is the subject of personal data.
Data Processor is the person who processes personal information on behalf of a data controller. In the case of Gaelscoil de hÍde ,Seán mac Gearailt, principal, is the Data Processor for the school. The Data Protection legislation places responsibilities on other such school entities in relation to their processing of data. e.g. Aladdin; Financial Support Services
Data Processing –performing any operation or set of operations on data including

- Obtaining, recording or keeping the data,
- Collecting, organising, storing, altering or adapting the data
- Retrieving, consulting or using the data,
- Disclosing the data by transmitting, disseminating or otherwise making it available
- Aligning, combining, blocking, erasing or destroying the data.

Special categories of Personal Data refers to Personal Data regarding a person's

- racial or ethnic origin
- political opinions or religious or philosophical beliefs
- trade union membership
- physical or mental health
- sexual life and sexual orientation
- criminal convictions or the alleged commission of an offence
- genetic and biometric data

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Personal Data Breach – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it occurs.

Rationale

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts 1988 to 2018 and the GDPR.

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual's personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the Principal and Board of Management to make decisions in respect of the efficient running of the School. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and Board of Management.

Other Legal Obligations

Implementation of this policy takes into account the school's other legal obligations and responsibilities. Some of these are directly relevant to data protection. **For example:**

Under Section 9(g) of the Education Act, 1998, the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education.

Under Section 20 of the Education (Welfare) Act, 2000, the school must maintain a register of all students attending the School

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Under Section 20(5) of the Education (Welfare) Act, 2000, a Principal is obliged to notify certain information relating to the child's attendance in school and other matters relating to the child's educational progress to the Principal of another school to which a student is transferring. .
Where reports which have been carried out by professionals, apart from Gaelscoil de hÍde staff, are on current pupil files; such reports are only passed to the Post Primary school following written permission having been sought and received from the parents of the said pupils.

Under Section 21 of the Education (Welfare) Act, 2000, the school must record the attendance or non-attendance of students registered at the school on each school day

Under Section 28 of the Education (Welfare) Act, 2000, the School may supply Personal Data kept by it to certain prescribed bodies (the Department of Education and Skills, Tusla, the National Council for Special Education and other schools). The B.O.M. must be satisfied that it will be used for a "relevant purpose" (which includes recording a person's educational or training history or monitoring their educational or training progress; or for carrying out research into examinations, participation in education and the general effectiveness of education or training).

Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers ("SENOs") such information as the Council may from time to time reasonably request.

The Freedom of Information Act 1997 provides a qualified right to access to information held by public bodies which does not necessarily have to be "personal data" as with data protection legislation. While schools are not currently subject to freedom of information legislation, if a school has furnished information to a body covered by the Freedom of Information

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Act (such as the Department of Education and Skills, etc.) these records could be disclosed by that body if a request is made.

Under Section 26(4) of the Health Act, 1947 a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection.

Under Children First Act 2015, mandated persons in schools have responsibilities to report child welfare concerns to TUSLA- Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána).

Relationship to characteristic spirit of the school.
Gaelscoil de hÍde seeks to:

- enable students to develop their full potential
- provide a safe and secure environment for learning
- promote respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

We aim to achieve these goals while respecting the privacy and data protection rights of students, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals' rights to privacy and rights under the Data Protection legislation.

Personal Data
The Personal Data records held by the school **may** include:

A] Staff records:

1) Categories of staff data: As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation, secondary school students on work experience. These staff records may include:

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

- Name, address and contact details, PPS number.
- Name and contact details of next-of-kin in case of emergency.
- Original records of application and appointment to promotion posts
- Details of approved absences (career breaks, parental leave, study leave etc.)
- Details of work record (qualifications, classes taught, extra curricular activities etc.)
- Details of any complaints and / or advisory action or discussion including improvement or assessment plans or any progress reports given.
- Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under Children First Act 2015.

2) Purposes:

Staff records are kept for the purposes of:

- the management and administration of school business (now and in the future)
- to facilitate the payment of staff, and calculate other benefits/ entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)
- to facilitate pension payments in the future
- human resources management
- recording promotions made (documentation relating to promotions applied for) and changes in responsibilities etc.
- to enable the school to comply with its obligations as an employer including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare At Work Act 2005)

Gaelscoil de hÍde
DÚN EALA, DÚN TEACHAÍN, MAINISTIR FHEARMAÍ,CO. CHORCAÍ
Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

- to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies
- and for compliance with legislation relevant to the school.

3) Location and Security procedures of Gaelscoil de hÍde

a) Manual records & back-up USB devices are kept in a secure, locked filing cabinet in a locked administration office only accessible to personnel who are authorised to use the data. Employees are required to maintain the confidentiality of any data to which they have access to.

b) Digital records are stored on password-protected computer that is changed every 6 weeks. There is adequate encryption on the device There is a safety access code on the main door of the school.

B. Student Records

1) **Categories of student data**:
These **may** include:

- Information which may be sought and recorded at admission and may be collated and compiled during the course of the student's time in the school. These records may include:
  - name, address and contact details, PPS number
  - date and place of birth
  - names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
  - religious belief
  - racial or ethnic origin
  - membership of the Traveller community, where relevant
  - whether they (or their parents) are medical card holders

Gaelscoil de hÍde
DÚN EALA, DÚN TEACHAÍN, MAINISTIR FHEARMAÍ,CO. CHORCAÍ
Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

- whether English is the student's first language and/or whether the student requires English language support
- any relevant special conditions (e.g. special educational needs, health issues etc.) which may apply

- Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the student
- Psychological, psychiatric and/or medical assessments
- Attendance records
- Photographs and recorded images of students (including at school events and noting achievements) are managed in line with the accompanying policy on school photography.
- Academic record – subjects studied, class assignments, examination results as recorded on official School reports
- Records of significant achievements
- Whether the student is exempt from studying Irish
- Records of disciplinary issues/investigations and/or sanctions imposed
- Other records e.g. records of any serious injuries/accidents etc. (Note: it is advisable to inform parents that a particular incident is being recorded).
- Records of any reports the school (or its employees) have made in respect of the student to State departments and/or other agencies under Children First Act 2015.

2) **Purposes**: The purposes for keeping student records are:

- to enable each student to develop to full potential
- to comply with legislative or administrative requirements
- to ensure that eligible students can benefit from the relevant additional teaching or financial supports
- to support the provision of multi-denominationalism

Gaelscoil de hÍde
DÚN EALA, DÚN TEACHAÍN, MAINISTIR FHEARMAÍ,CO. CHORCAÍ
Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

- to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events etc.
- to meet the educational, social, physical and emotional requirements of the student
- photographs and recorded images of students are taken to celebrate school achievements, e,g. compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the school's **"School Photography Policy" and "School website privacy statement".**
- to ensure that the student meets the school's admission criteria
- to ensure that students meet the minimum age requirement for attendance at Primary School.
- to furnish documentation/ information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other Schools etc. in compliance with law and directions issued by government departments
- to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/ references to second-level educational institutions.

3) Location and Security Procedures (as above)

C. Board of Management records:

1) **Categories of** Board of Management data may include:

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

- Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)
- Records in relation to appointments to the Board
- Minutes of Board of Management meetings and correspondence to the Board which may include references to individuals.

2) **Purposes:** To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of board appointments and decisions.

3) **Location and Security Procedures (as above)**

D. Other records: Creditors

(1) **Categories of data**: the school may hold some or all of the following information about creditors (some of whom are self-employed individuals):

- name
- address
- contact details
- PPS number
- tax details
- bank details and
- amount paid.

(2) **Purposes**: The purpose for keeping creditor records are;
This information is required for routine management and administration of the school's financial affairs, including the payment of invoices, the compiling of annual financial accounts

Gaelscoil de hÍde
DÚN EALA, DÚN TEACHAÍN, MAINISTIR FHEARMAÍ,CO. CHORCAÍ
Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

and complying with audits and investigations by the Revenue Commissioners.

(3) Location and Security Procedures (as above)

E] Other Records: Charity tax-back forms

(1) **Categories of data**: the school may hold the following data in relation to donors who have made charitable donations to the school:

- name
- address
- telephone number
- PPS number
- tax rate
- signature and
- the gross amount of the donation.

(2) **Purposes**: Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the parents name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. This is retained by the School in the case of audit by the Revenue Commissioners.

(4) Location and Security Procedures (as above)

Links to other policies and to curriculum delivery.

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the data protection policy and any implications which it has for them shall be addressed.

The following policies may be among those considered:

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

- POD:[Pupil Online Database]: Collection of the data for the purposes of complying with the Department of Education and Skills pupil online database.
- Child Protection Procedures
- Anti-Bullying Procedures
- Code of Behaviour
- Admissions Policy
- ICT Acceptable Usage Policy
- Assessment Policy
- Special Educational Needs Policy
- Collection of Monies / Book-Rental Policy
- Critical Incident Policy
- Attendance Policy

Processing in line with a data subject's rights.

Data in this school will be processed in line with the data subject's rights. A data subject has a right to:

(a) Know what personal data the school is keeping on them
(b) Request access to any data held about them by the data controller
(c) Prevent the processing of their data for direct-marketing purposes
(d) Ask to have inaccurate data amended
(e) Ask to have data erased once it is no longer necessary or irrelevant.

Personal Data Breaches

All incidents in which personal data has been put at risk must be reported to the Office of the Data Protection Commissioner as soon as the school / Board of Management is made aware of the breach (or within 2 days), except where the controller determines that "the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons". The Board of Management. must communicate the personal data breach to the data subject without undue delay whether by phone, email srl.

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

If the data processor becomes aware of a personal data breach, it must bring this to the attention of the data controller (B.O.M.) without undue delay.

Dealing with data requests.
Individuals are entitled to a copy of their personal data on written request.

- The individual is entitled to a copy of their personal data.
- Request must be responded to within one month.
- No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive.
- No personal data can be supplied relating to another individual apart from the data subject.

Providing information over the phone.
An employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular the employee should:
-Ask that the caller put their request in writing.
- Refer the request to the Principal for assistance in difficult situations.
- No employee should feel forced into disclosing personal information.

Implementation arrangements, roles and responsibilities.
The Board of Management, Gaelscoil de hÍde is the data controller and the Principal implements the Data Protection Policy, ensuring that staff who handle or have access to Personal Data are familiar with their data protection responsibilities.

The following personnel have responsibility for implementing the Data Protection Policy:

Name	**Responsibility**
Board of Management:	Data Controller
Principal:	Implementation of policy

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Post Holder; Implementation of policy

Teacher / Staff; Implementation of policy

Ratification & Communication

This policy was ratified by the Bord of Management,Gaelscoil de hÍde at a meeting on 19/9/2023 and signed by the Chairperson. The Board of Management Secretary recorded the ratification in the minutes of the meeting

Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management.

Reviewing and evaluating the policy

The policy will be reviewed and evaluated after 2 years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or the NEWB / now known as TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Signed: Máire Uí Riain
(For and behalf of Board of Management)

Date Ratified: 19/9/2023

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Gaelscoil de hÍde

Appendix 1

School Record Retention Table

Pupil Related	Retention Periods
School Register/Roll Books Admissions Forms Disciplinary Procedures Test Results – Standardised Psychological Assessments etc. SEN Files/IEPS Accident Reports Child Protection Reports/Records S.29 Appeals	Indefinitely Hold until Pupil is 25 Years Never Destroy Hold until pupil is 25 Years Never Destroy Never Destroy Never Destroy Never Destroy Never Destroy
Interview Records	
Interview Board Marking Scheme Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken
Staff Records	
Contract of Employment Teaching Council Registration Vetting Records Accident/Injury at work Reports	Retention for duration of employment + 7 years

	(6 years to make a claim against the school plus 1 year for proceedings to be served on school)
BoM Records	
BOM Agenda and Minutes CC TV Recordings Payroll & Taxation Invoices/receipts Audited Accounts	Indefinitely 28 days normally. In the event of criminal investigation – as long as is necessary Revenue require a 6-year period after the end of the tax year Retain for 7 Years Indefinitely

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Gaelscoil de hÍde

Appendix 2

Personal Data Access Request Form

Request for a copy of Personal Data under the Data Protection Acts 1988 to 2018

Important: Proof of Identity must accompany this Access Request Form (eg. official/State photographic identity document such as driver's licence, passport).

Full Name (First and Surname):	
Maiden Name *(if name used during* your school duration*)*	
Address:	
Contact number *	Email addresses *

* We may need to contact you to discuss your access request

Please tick the box which applies to you:

Parent/ Guardian of current Pupil	Former Pupil	Current Staff Member	Former Staff Member:
☐	☐	☐	☐

Name of Pupil:	Date of Birth of Pupil:

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

Insert Year of leaving:		Insert Years From/To:	

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

DATA ACCESS REQUEST:

I, ...[name] wish to make an Access Request for a copy of personal data that Gaelscoil de hÍde holds about me/my child. I am making this access request under Data Protection Acts 2013 to 2018

To help us to locate your personal data, please provide details below, which will assist us to meet your requirements e.g. description of the category of data you seek. Any other information relevant to your access request (e.g. if requesting images/recordings made by CCTV, please state the date, time and location of the images/recordings as otherwise it may be very difficult or impossible for the school/ETB to locate the data)

This **Access Request** must be accompanied with a copy of photographic identification e.g., passport or drivers licence. I declare that all the details **I** have given in this form are true and complete to the best of my knowledge.

Signature of Applicant .....

Date: .....

Please return this form to the relevant address:

Gaelscoil de hÍde

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

Príomh Oide: *Tomás Ó Sé*
Fón: *(025) 31217*
Ríomhphost: *info@gaelscoildehide.com*
Suíomh Idirlín: *www.gaelscoildehide.com*

To: Cathaoirleach an Bhoird Bhainistíochta, Gaelscoil de hÍde, Dún Eala, Mainistir Fhear Maí, Co. Chorcaí.