



Data Protection/Record Retention Policy

The purpose of this policy is to identify the Records required to be retained by the school and to ensure confidentiality and manageable procedures in relation to access to such records by parents and stake holders.

Rationale:

- A policy on data protection and record keeping is necessary to ensure that the school has proper procedures in place in relation to accountability and transparency
- It is good practice to record pupil progress so as to identify learning needs
- A policy must be put in place to ensure a school complies with legislation such as;
 - Education Act, Section 9g requiring a school to provide access to records to students over 18/parents
 - Education Welfare Act – requiring a school to report school attendance and transfer of pupils

Aims/Objectives:

- To ensure the school complies with legislative requirements
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies
- To put in place a proper recording and reporting framework on the educational progress of pupils
- To establish clear guidelines on making these records available to parents and pupils over 18
- To stipulate the length of time records and reports will be retained

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

Personal Data:

This data relates to personal details of the students such as name, address, date of birth, gender, ethnic origin, nationality, religious belief, medical details, dietary information, PPSN. It does not include parents and guardians details. These are kept in the Administration Office and are available on the school administration software (Aladdin).

Student records contain;-

- Personal details of the student
- School report cards
- Assessments (psychological, OT, speech and language, etc)
- Standardised Test Results
- Attendance Records
- Individual Education Plans
- Learning Support/Resource Data such as records of refusals to allow children access to LS/RT services in the school

- Medical Record Form

Administrative Data:

- Attendance Reports, Roll Book, Registers
- Accident Report Book
- Administration of Medicines Indemnity Form
- Staff Data – name, address, date of birth, contact details, payroll number, pension details, attendance records, qualifications, school records, etc.
- Parents Data- name, address, phone numbers
- Cuntas Míósúil

Access to Records:

All records are retained in the Administration Office and on Aladdin. Aladdin is password protected. Each staff member has his/her own unique username and password. Class teachers only have access to the records of the children in their class. LSR teachers have access to the testing results of all the pupils and the personal details of the children they support. Administrative staff, principal and deputy principal have full access to database. Staff are reminded to be mindful when accessing this site outside of school. Staff should never access the site on a public computer and should never leave their computer unattended when logged into this site.

The following will have access where relevant and appropriate to the data listed above;

- Teachers
- Parents/Guardians
- Past Pupils over 18
- Health Service Executive
- Designated School Personnel
- Department of Education and Science
- First and Second level schools (where relevant)

A parental authorisation form must be completed by parents in the event of data being transferred to outside agencies such as health professionals etc. Outside agencies requesting access to records must do so in writing giving seven days notice. Parents/Guardians can make such a request either by phone or in writing.

Storage:

Records are kept for a minimum of 7 years. Standardised tests booklets are shredded after one year but the raw score, stens and percentiles are kept on record until past pupils reach adulthood.

As children pass to second level their personal records are stored in the school staff room for a period of time (7 yrs minimum). All completed school roll books are stored in a similar location. Access to these stored files is restricted to authorised personnel only. For computerised records, systems are password protected.

Ratified by the Board of Management May 2016