

Data Protection and Record-keeping Policy

Introduction:

This policy was upgraded to encompass the changes in the information that needs to be collected from parents for the introduction of POD database our School Database and OLCS for staff and the electronic recording of information and test results. The purpose of the 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 fulfil the requirements as outlined in

- Data Protections Acts 1988 and 2003
- Education Act -[Section 9G requiring a school to provide access to records to students over 18/parents]
- Education Welfare Act – Section 20 [requiring a school to report school attendance and transfer of pupils]
- Section 28 of the Education Welfare Act 2000 which specifies that the data controller may supply personal data kept by him/ her to the data controller of another prescribed body provided s/he is satisfied that it will be used for a “relevant purpose” only.
- A policy is necessary to ensure that the school has proper procedures in place in relation to accountability, transparency and storage.
- It is good practice to record pupil progress so as to identify learning needs and action to address these needs.

Relationship to School Ethos:

We promote openness and co-operation between staff, parents and pupils as a means of providing a supportive environment where students can develop to their full potential.

Aims/Objectives:

- To ensure the school complies with legislative requirements
- To ensure that the data protection rights of students, staff and other members of the school community are safeguarded.
- 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 past pupils who are over 18
- To stipulate the length of time records and reports will be retained.

Guidelines:

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.

1. 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, contact details and parents names. This information is kept in electronic form on our school database Aladdin. Also this information is gathered with the consent of parents for the Department of Education's and for the National School Census and Primary Online Database.

2. Student Records:

Student records are accessed through a secure username and password by staff . Paper records are stored in the office.

Student records may contain:

- Personal details of the student including pps number, details of parents names, addressed contact numbers, religious beliefs membership of a minority group where relevant.
- Medical data and doctor details
- School report cards
- Psychological/Clinical/Occupational Therapy/Speech and Language Assessments
- Standardised Test Results
- Attendance Records
- Screening Test such as MIST, NRIT, Belfield Infant Assessment, Dyslexia Screening, British Word Ability Test
- Records of students who have been granted exemption for the study of Irish
- Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- Individual Education Plans and records of meetings with the stake holders regarding these plans
- Learning Support/Resource Data such as records of permission/refusal to access LS/RT services in the school,
- Portfolios of student work e.g. Art ,Projects
- Details of behavioural incidents/ bullying incidents or accidents.

3. Staff Data

This data relates to personal and professional details of the Staff such as name, address, date of birth, contact details, payroll number, attendance records, qualifications, school records, sick leave, CPD, curriculum vitae, school returns, Garda Vetting certificates.

4. Administrative Data:

- Attendance Reports, Roll Book, Registers
- Enrolment applications, Copy of baptismal certificates where applicable and copy of birth certs
- Accident Report Book detailing injury and treatment applied
- Administration of Medicines Indemnity Form

- Record of books rented under book rental scheme and books borrowed from school library
- Pupil behaviour records and records of allegations and incidents of bullying and alleged bullying
- Records in line with Children First Procedures
- Board of Management files including minutes of meetings and names addresses and contact numbers of members.
- Accounts Money programme used- School Accounting – Accessed by Chairperson Treasurer, principal and secretary
- Records kept for administrative purposes with the exception of those under the Children First Procedures are administered using the school's administrative software Aladdin. This is backed up by our personnel on cloud computing.

Access to Records:

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

- Parents/guardians
- Past pupils over 18
- Health Service Executive staff
- National Educational Psychological Service
- National Education Welfare Board
- Designated school personnel
- Department of Education & Skills
- Inspectorate
- First and second-level schools (once it has been confirmed by the receiving school that the child has been enrolled).
- Board of Management of St. Joseph's N,S,

With the exception of child protection-related data which is governed by Children First Guidelines and Procedures 2011, data on attendance [NEWB/ TUSLA] and data regarding achievements in literacy and numeracy [National Strategy for literacy and numeracy], parental authorisation form must be completed by parents in the event of data being transferred to outside agencies . Outside agencies requesting access to records must do so in writing or by phone. Parents/Guardians can make such a request either by phone, email or in writing.Past pupils and parents of past pupils seeking data must do so in writing.

The Annual School Report format in accordance with NCCA guidelines are sent to parents at the beginning of June and are posted or e-mailed in accordance with the choices of parents. The results of standardised testing of pupils from 1st – 6th class are also included. See our Assessment and Recording Policy. A copy of these reports are maintained on our school database.

Data Storage

- Access to information stored is restricted to school management. Teachers may have access to this information for specific purposes and with the permission of school management.
- Computer systems are password restricted.

- Personal information on computer screens and in files is shut down and put away as soon as possible.
- Personal data no longer required is shredded.
- Old computers have their memory wiped before they are disposed of.
- The school is alarmed when not in use.

Data Accuracy

Data held will be accurate and as up to date as is reasonably possible. If a data subject informs the school of a change of circumstances their record will be updated as soon as is practicable and this is communicated also in the Enrolment Policy. If a data subject should inform the school that personal data is inaccurate then the school will seek to remedy this as quickly as possible.

Length of time for Storage:

Personal data will not be consciously kept for longer than necessary to fulfil the function for which it was first recorded. There is no hard and fast rule to cover every possible situation and the length of time that data is kept. All records are stored in the school for a minimum of 7 years until the past pupil reaches the age of 21. Standardised tests booklets are shredded but the results are kept on record indefinitely. Roll books are kept indefinitely.

Success Criteria:

- Compliance with Data Protection Act and Statute of Limitations Act
- Reasonably easy access to records
- Manageable storage of records.

Roles and Responsibilities:

The school staff, under the direction of the Principal will implement and monitor this policy. The Principal will have overall responsibility for co-ordinating this policy and ensuring that staff are familiarised with their data protection responsibilities.

Implementation Data:

This reviewed policy is effective from January '15 and has been reviewed by the Board of Management in January 2017.

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

Review/Ratification/Communication:

This policy will be reviewed in light of new guidelines or legislation or feedback from parents/ guardians, staff or students.

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

Barbara Gagner

Signed:

Chairperson of BOM

Mairéad Corbally

Signed :

Mairéad Corbally - Principal

