



Scoil Chóca Naofa

Kilcock, Co. Kildare

Data Protection Policy

Introduction

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, is data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Scoil Choca Naofa needs to collect and use data (information) for a variety of purposes about its staff, students and other individuals who come in contact with the school. The purposes of collecting data includes

- (a) the organisation and administration of records of children and staff and
- (b) the compliance with statutory obligations.

Purpose of this policy

This policy is a statement of Scoil Choca Naofa's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

Principles of the Acts

Scoil Choca Naofa will administer its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Act as follows:

1. **Obtain and process information fairly:**
We will obtain and process personal data fairly and in accordance with the fulfilment of its functions.
2. **Keep information only for one or more specified, explicit and lawful purposes:**
We will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.
3. **Use and disclose information only in ways compatible with these purposes:**
We will only disclose personal data that is necessary or compatible with the purpose/s for which it has been collected and kept. Relevant information may be disclosed to Department of Education and Science, Department of Health and Children, HSE, Other Primary schools and Secondary schools to which the child may transfer.
4. **Keep information safe and secure:**
We will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, the data and against its accidental loss or destruction. Scoil Choca Naofa is aware that high standards of security are essential for all personal information. This includes:

The alarm and monitoring of the premises when not occupied.

There is a filing cabinet in every room for the safe keeping of class data.

Access to files restricted to authorised personnel – Only ONE copy of sensitive data documents kept - stored in Principal's Office.

Documents pertaining to Past Pupils – stored in Filing Cabinets in Old Meter Room.

Personal data which is no longer required is shredded.

5. Keep information accurate, complete and up-to-date:

We will have procedures that are adequate to ensure high levels of data accuracy.

- a) Staff details updated September every year, (to include staff changes).
- b) Children's files passed to next teacher – request in Sept Newsletter for parents' submissions about adjustments/changes to child's profile.
- c) New files for new children to each class in September.

We will examine the general requirement to keep personal data up-to-date. We will put in place appropriate procedures to assist staff in keeping data up-to-date – transfer of enrolment forms and associated information to children's files; note learning support, attendance, assessment summaries, etc. annually in child's report book.

6. Ensure that information is adequate, relevant and not excessive:

Personal data held by the school will be adequate, relevant and not excessive in relation to the purpose/s for which it is kept.

Definition of the types and purpose of records Scoil Choca Naofa requires:

1. Board of Management records	
<u>A. Staff:</u> CVs inc copies of diplomas, references, contracts Note New Diocesan application form for Temp/Perm jobs Applications for leave Applications for Posts and records of changes Other communications with BOM and replies if necessary Doctors' certs –to support leave Certification of Summer courses Disciplinary issues Attendance records	All these records are kept on behalf of BOM for reference. They are locked in the filing cabinet in the Principal's Office and are accessed only by Principal. OLC returns on Admin computer, password protected
<u>B. Other Staff inc student teachers, work experience candidates, etc</u> CVs inc references Contracts Record of payments: salary, PRSI, Revenue,	When a staff member leaves or retires, file is moved to 'Past Staff' file and kept as historical/reference documents.
<u>C. Students</u> Enrolment Form which includes permission for various activities Confidential information from parents – custody, access, etc Transfer forms from/to other schools Reports from outside agencies – courts, -Welfare Board (adoption, fostering, particular care needs, safety	All these files are kept for reference. They are locked in filing cabinet in Principal's office and information is shared with staff on a need to know basis. Parents have access (with written request) to view the files

<p>issues, etc)</p> <p>-Assessment reports from Psychologists, Speech and Language Therapists, Psychiatrists, Child Guidance, Occupational Therapists, Medical/Administration of Drugs, etc</p> <p>Discipline issues and records of Behavioural issues</p> <p>- Permission slips for various school activities, e.g. altar serving</p> <p>- Indemnity form for admin of medicine</p> <p>-Record Book of serious injury/accident (any head injury, cut that teacher deems herself unable to clean adequately (even with assistance), or cut that teacher deems to need parental or medical investigation. Supervising teacher notes the details and signs; she also informs class teacher who will inform the parent.</p> <p>Attendance – notes re absence are kept until the end of school year.</p> <p>Absences exceeding 20 days are noted at end of year on report card.</p> <p>Portfolios – e.g. Art work, are sent home at the end of the school year.</p>	<p>of their child. Parents should sign Learning Plans to indicate that they are aware of their child's particular need and to indicate permission for such plan.</p> <p>Information is shared with others outside school with written permission of parent.</p> <p>When child transfers to Second Level the report books of the class are wrapped and stored in attic</p> <p>Sensitive information (other than record books) continues to be stored in Principal's Office as 'Past Pupils' File.</p>
<p><u>D. Accounts</u></p> <p>Day to day expenditure; moneys received and lodged</p>	<p>Available to BOM – Treasurer – monthly</p>
<p><u>E Building projects, maintenance, guarantees, etc</u></p>	<p>Available to BOM</p> <p>Confidentiality may be required for some areas, e.g. tenders, pre-qualification/ qualification stages</p>
<p><u>F. School Development Issues</u> including WSE Reports, Cúntais Míósúla; Long term plans from Job-Sharing applicants.</p>	<p>For reference and record;</p> <p>Available to BOM, staff, inspector;</p>
<p><u>G. Roll Books, Leabhar Tinreamh, Registers</u></p> <p>Accident report books – office</p> <p>Yard duty rosters – amended as appropriate</p>	<p>Roll books are maintained in each class room – inspected annually by DP when entering totals in Registers;</p> <p>Leabhair Tinreamh maintained in Office and available for inspection by DES/Inspector/</p>

2. Teacher's Records	
<p>Children's individual files inc copies of Birth/Baptismal certs, permission forms – RSE, AUP, etc. Report Books – completed annually with comments on progress, attainments in each subject, Results of Standardised Tests, attendance at LSRT, reports of Staged Approach(1) inc programme and progress, Care plans for children with SNA service</p>	<p>These documents will be noted/stored in Report Folder.</p>

<p>Progress of children in all subjects will be noted on their report card, including their attendance, attitude to school, etc.</p> <hr/> <p><i>Explanations for absences – duly dated and stored. Keep these for 1 year – attendance record and reasons for absences of children who accumulate over 20 days will be submitted to Principal; and then forwarded to NEWB for their files</i></p> <p>Receipts for moneys from BOM Account of moneys received from children Notes on Parent/Teacher Meetings</p> <hr/> <p>Long term planning Short term planning Timetable</p> <hr/> <p>Cuntais Miosula</p> <hr/> <p>Other plans : Teacher absence plan – class division, assignments</p> <hr/> <p>Work Sharers' Diary</p>	<hr/> <p>In report book- annual report posted to parents (request for separated parents to each receive copies of reports is facilitated) 1 year in class file and can then be destroyed</p> <hr/> <p>Always available in classroom</p> <hr/> <p>In Principal's Office</p> <hr/> <p>With neighbouring Teacher</p> <hr/> <p>Teachers' Table/Drawer</p>
--	--

3. SEN records	
<ul style="list-style-type: none"> ▪ Screening Tests ▪ Diagnostic Tests ▪ Group IEPs for groups receiving Learning Support ▪ IEPs for children with specific learning requirement, as diagnosed by outside agency or diagnostic testing ▪ Referrals for Learning Support/ Visiting Teacher Service <i>or other supplementary teaching and communications relating to this, e.g. a record of parents' decision not to allow the child to attend at learning support or resource teaching.</i> 	<p>This information is available in Learning support policy</p>

4. OTHER	

Access to files is necessary for them to be of benefit to those who 'need to know'. All files of a sensitive nature are locked in filing cabinets or stored on password-protected files on computer. It is possible for files to be stored on encrypted USB keys but passwords would have to be divulged to a number of people so that access could be gained. Otherwise, access to extremely valuable information would be lost.

7. Retain information for no longer than is necessary for the purpose/s for which it was gathered:

Children's files are stored securely in filing cabinets in room opposite old First Aid room, which is securely locked. They are stored until the end of the 10th year following their leaving 6th class. Children will then have passed their 21st birthday.

8. Give a copy of his/her personal data to that individual, on request:

A letter to access personal data can will be required (from parent for a juvenile) in accordance with your rights under the Data Protection legislation.

Responsibility

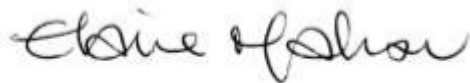
The Board of Management has overall responsibility for ensuring compliance with the Data Protection legislation. However, all employees who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation. We will provide support, assistance, advice and training to ensure compliance with the legislation.

Procedures and Guidelines

This policy supports the provision of a structure to assist in the school's compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Policy will be reviewed regularly in light of any legislative or other relevant indicators.



BOM Chairperson:

. DATE: September 10th 2020