



# St. Garvan's N.S., Caroreigh Data Protection Policy

Reviewed January 2019

## Introduction

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 other stakeholders. This policy was formulated by the staff and the Board of Management of St. Garvan's NS.

## 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 1998
- Education Welfare Act 2000
- Data Protection Act 2003
- Freedom of Information Act 1997

## Aims and 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 years of age.
- To stipulate the length of time records and reports will be retained.

## Guidelines



## St. Garvan's N.S., Caroreigh Data Protection Policy

The principal assumes the function of 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:

### A: Personal Data

This data relates to personal details of the students such as name, address, date of birth, gender, home telephone and mobile contact details, ethnic origin, nationality, religious belief, medical details, dietary information, PPSN (in case of students with SEN). It also includes the names of students' parents/guardians. This information is included in the School Enrolment Form. These forms are kept in the Office.

### B: Student Records

Student Records maintained under the Data Protection Policy will include:

1. **School Reports:** An annual progress is issued to each child's parent/guardian at the end of the school year. A copy of this report is available on request to a parent who resides at a different address. These reports are computerised and password protected for confidentiality.
2. **Psychological Assessments:** Reports issued following psychological assessments are securely stored. Reports following other assessments such as Occupational Therapy or Speech and Language are also securely stored.
3. **Standardised Test Results:** Standardised tests in English, Irish and Maths are administered in Term 3 to children from 1<sup>st</sup>-6<sup>th</sup> class. Records of these tests are securely stored online. Hard copies of these results are securely stored. Test Booklets are stored securely for one year after which these are shredded.
4. **Screening Tests:** The MIST (Middle Infant Screening Test) Assessment is administered to all Senior Infants in Term 3. Class records sheets are securely stored. Hard copies of records of these tests are securely stored.
5. **Teacher designed tests:** Records of teacher designed tests are securely stored by each teacher.
6. **Diagnostic Test Results:** Diagnostic tests are administered by the Learning Support teacher. Results from these assessments are securely stored and included in school file.



## St. Garvan's N.S., Caroreigh Data Protection Policy

7. **Special Educational Needs:** Classroom Support Plans, School Support Plans and Individual Education Plans are completed by relevant teachers for children with SET. Copies will be securely stored by teachers and included in school file.
8. **Learning Support/Resource Data:** Records of consent/refusal to allow diagnostic testing or access to Learning Support/Resource teacher services in the school. These records are securely stored and a copy included in the school file.
9. **Portfolios:** Student's work such as Art or Written Work may be retained by class teachers and returned at the end of the year.
10. **Attendance Records:** Roll books are completed online using the Aladdin database and are password protected. Attendance is recorded daily by class teachers as is lateness. Attendance records are monitored by the principal and used to inform the school's Attendance Strategy. Attendance records in the form of the Leabhar Tinrimh are maintained by the Secretary.
11. **Records of Breaches of Code of Behaviour/Anti-Bullying Policy:** Incidents of classroom misbehaviour are recorded by the class teacher. Yard incidents of misbehaviour are recorded in the yard incident book by teacher on duty. The Principal maintains records of these incidents.
12. **Records of Serious injuries/ accidents:** These are recorded and filed by the teacher on duty.
13. **Indemnity Form for Administration of Emergency Medicine (Epi-Pen):** These forms are retained securely.
14. **Certificates of Exemption from Irish:** Copies of these are securely stored.

### Storage:

- Records are kept for a minimum of 7 years. Standardised test booklets are shredded but test results are kept on record until pupils reach 21 years of age. In the case of children with SEN, records are kept until they reach the age of 24.
- A pupil profile is held for each pupil enrolled on the Aladdin database online.



## **St. Garvan's N.S., Caroreigh Data Protection Policy**

- Pupil profiles for individual pupils may be kept by each teacher in their classroom.
- As children pass to second level their personal records are stored for a minimum of 7 years.
- All completed school Roll books, Registers and Leabhar Tinrimh are stored indefinitely. Access to these is restricted and online records are password protected.

### **Access to pupil records**

The following will have access where relevant and appropriate to the data listed above where pupils are identified by name:

- Parents/Guardians
- Past pupils over 18 years
- Health Service Executive (HSE)
- National Educational Psychological Service (NEPS)
- The National Council for Special Education (NCSE)
- National Education Welfare Board (NEWB)
- Occupational Therapists or Speech Therapists working with pupils
- Designated School Personnel
- Department of Education and Science- where necessary
- First and Second Level schools- where relevant
- School Board of Management

### **Transfer of Student Records**

With the exception of Child Protection related data which is governed by Children First Act 2015, data on attendance governed by NEWB and data regarding achievements in literacy and numeracy governed by the National Strategy for Literacy and Numeracy, parental authorisation must be provided by parents in the event of data being transferred to outside agencies. Outside agencies requesting access must do so in writing. Parents/Guardians of current pupils can make such a request by phone or in writing. Past pupils and parents of past pupils seeking data must do so in writing.



## **St. Garvan's N.S., Caroreigh Data Protection Policy**

The annual school report is issued to parents by post in June and includes results of standardised tests.

### **C. Staff Data**

Staff records include name, contact details, payroll number, PPSN, qualifications, contracts, references, Curriculum Vitae, job applications, Garda Clearance, Medical Fitness to teach, details of approved absences (EPV, Parental Leave, Career Break etc.) Manual records are kept in individual teachers' files and are kept in the office. Computer records are kept on the Online Claim System which is password protected. Access is restricted to the Principal and Secretary. Records no longer needed are shredded.

### **D. Board of Management**

B.O.M records include name, address and contact details of each member of the Board of Management, records in relation to appointment to the board, minutes of board of management meetings and correspondence to the board which may include references to particular individuals. Records are kept securely.

### **Success Criteria**

- Compliance with Data Protection Act and Statute of Limitations Act
- 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. Individual teachers will design, administer and record in-class testing/assessment. The principal will ensure that records are maintained and securely stored.



## St. Garvan's N.S., Caroreigh Data Protection Policy

This policy was reviewed by the Board of Management on 30<sup>th</sup> January 2019.

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Chairperson, Board of Management**

**Principal**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_