

Data Protection and Record-Keeping Policy

Introduction

This policy was formulated by Staff and Board of Management of Scoil Réalta na Maidine. 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 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
 - GDPR Legislation 2018 which includes amendments to previous legislation
 - Data Protection Act 2018

Relationship to School Ethos

Scoil Réalta na Maidine promotes openness and co-operation between staff, parents and pupils as a means towards providing the caring environment through which a child can develop and grow to his full potential.

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 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. These are kept in the secretary's office in a locked filing cabinet.

2. Student Records

Student records are held in the locked archive store.

Student records may contain:

- Personal details of the student
- Medical sensitive data
- School report cards
- Psychological/Clinical/Occupational Therapy/Speech and Language Assessments
- Standardised Test Results
- Attendance Records
- Screening Test such as MIST and NRIT
- Data Protection
- Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- Individual Education 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
- Details of behavioural 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, classes taught, seniority and supervision payments.

4. Administrative Data

- Attendance Reports
- Accident Report Book
- Administration of Medicines Indemnity Form
- Policies
- HSE files
- Board of Management files
- Accounts

Access to Records

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

- Parents/guardians – see Appendix 1 from CPMSA outlining details of access
- Past pupils over 18
- Health Service Executive
- Designated school personnel
- Department of Education & Skills
- Second-level schools

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 email or in writing. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorisation through the same procedures.

The Annual School Report is issued by post in June each year. A standardised school report form is used.

Storage

All records are stored in the school for a minimum of 7 years until the past pupil reaches the age of 21. Psychological reports, IEPs, Child Protection Reports, School Register and Roll Books are kept indefinitely in line with data retention legislation. /These records are stored in locked archive store.

A pupil profile and selection of records are held by each teacher in his individual classroom and passed on to the next teacher as the child moves to the next class.

Access to these stored files is restricted to authorised personnel only.

Computerised records, systems are password protected. Records for past pupils are printed and stored with other pupil information in the locked archive store.

Success Criteria

- Compliance with Data Protection Act and Statute of Limitations Act
- Easy access to records
- Framework in place for ease of compilation and reporting
- 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 all in-class testing. The Principal will ensure records are maintained and stored, particularly the records of students transferring to another school.

Implementation Data:

This new policy is effective from November 2020.

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

Review/Ratification/Communication

This policy was ratified on _____.

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

References

- Solas (CPSMA) May-June 2001
- Education Act 1998
- Education Welfare Act 2000
- Data Protection Act 2003
- Freedom of Information Act

This policy has been ratified by the Board of Management.

Signed: _____
Chairperson

Date: _____