

CARAGH NATIONAL SCHOOL

Data Protection Policy

Introduction and Rationale

This policy was formulated by the staff and Board of Management of Caragh School and applies to all staff and pupils as well as other partners with whom the school has business. 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.

The school recognises and accepts its responsibility as set out in the following:

- Data Protection Act 1998 and Data Protection (Amendment) Act 2003.
- Education Act 1998, section 9 (g), requiring a school to provide access to records to parents and to past pupils over 18.
- Education Act 1998, section 22.2 (b), requiring a school to regularly evaluate students and periodically report the results of the evaluation to the students and their parents.
- Education Welfare Act 2000, section 20, requiring a school to maintain a register of all students attending the School
- Education Welfare Act 2000, section 21, requiring the school to record the attendance or non-attendance of the registered students on each school day.
- Education Welfare Act 2000, section 20 (5), requiring a school to report school attendance and educational progress to the principal of a school to which the student is transferring.
- Education Welfare Act 2000, section 28, requiring the school to supply Personal Data to certain prescribed bodies providing the school is satisfied that this information is used for 'Relevant Purposes '
- Special Education Needs Act 2004, section 14, requiring a school to furnish information as requested by the National Council for Special Education.
- Children First: National Guidance for the Protection & Welfare of Children, 2011, requiring the staff to report child abuse or neglect to TULSA.

Caragh N.S. (the school) as Data Controller will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information.

In particular, the school will comply with the Data Protection Principles as set out in the Data Protection Acts. These principles state that data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Used and disclosed only in ways compatible with these purposes
- Adequate, relevant and not excessive.
- Accurate and, where necessary, kept up to date.
- Kept no longer than necessary.
- Processed in accordance with data **subjects** rights.

- Kept in a safe and secure place

Relationship to the characteristic spirit of the school

Caragh School promotes openness and co-operation between staff, parents and pupils as a means towards providing the caring and safe environment through which a child can develop and grow to full potential.

Aims of the Policy

- To ensure that the school complies with its legislative obligation.
- To protect the rights and privacy of all those who are the subjects of data that comes into the possession of the school. (Personal, Pupil, Administrative, Board of Management)
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies, including parents and pupils over 18.
- To put in place a proper recording and reporting framework on the educational progress of pupils
- To stipulate the length of time records and reports will be maintained.
- To stipulate how the records will be securely maintained

Overview of Policy

The Board of Management is the data controller and the principal will be assigned the role of co-ordinating implementation of this data Protection Policy and for ensuring that staff who handle or have access to personal data are familiar with their data protection responsibilities.

The data, under the control of the Principal, comes under the following headings:

Personal Data

- **Staff Data**
- **Pupil Data**
- **Parent/Guardian Data**
- **Administrative Data**
- **Board of Management:**
- **Other**

The Following Data Records to be held by the school include:

1. Staff Records.

- Names, addresses and contact details. PPS number
- Original records of application and appointments to promotional posts
- Details of approved absences.
- Details of work record
- Details of any accidents/injuries sustained on the school premises or in line with the staff member carrying out their school duties
- Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under mandatory reporting legislation and/or child-safeguarding guidelines (subject to the DES Child Protection Procedures.

2. Pupil Records

- Name, address and contact details. PPS number
- Date and place of birth
- Names and addresses of parents/guardians and their contact details
- Copy of court orders re access
- Religious beliefs
- Racial or ethnic origin
- Any relevant special conditions
- Confidential reports
- Approval of resources from NCSE
- Copy of IEP (Individual Education Plan for pupils with Special education Needs),
- Behaviour plan and classroom support plans (where necessary)
- Administration of medicine indemnity form
- Results of teacher designed tests,
- Standardised tests results,
- Correspondence from parents
- Copy of end of year report
- Records of breaches of serious or gross misbehaviour
- Records of meetings between Principal and parents
- Parent/teacher meeting record card
- Letters of transfer
- Exemption from studying Irish
- Copies of correspondence that have been sent to external agencies.

3. Parent / Guardian Data

- Names, address. PPS number
- Contact numbers
- Occupation
- Nationality
- Ethnic or Cultural background
- Religion
- Emergency contact number

4. Administrative Data

- Incident Report Book
- Yard book (record of incidents on the yard)
- Roll books and registers
- Fire Drills
- Staff Welfare
- Financial Records (office)

5. Board of Management

- Name, address and contact details of each member of the board of management (including former members)
- Records in relation to appointments to the board
- The minute book of The Board of Management records the decisions reached by the Board in the discharge of its statutory duty. The minute book also includes (i) correspondence of a non routine nature received and discussed by The Board, (ii) copies of the Financial reports presented to the Board, (iii) copies of the Principal's reports presented to the Board and (iv) any other documentation that the Board, in its absolute discretion, deems appropriate to be included in the minute book.
- Complaints presented to the Board and all subsequent correspondence
- Payroll data
- Financial data

- **6. Other**

C.C.T.V. is installed externally in the school. This system may record images of staff, pupils and members of the public who visit the premises. Its purpose is for the safety and security of pupils, staff and visitors and to safeguard school property and equipment.

Storage

- Data that is to be stored will be held in a secure location and will be accessible by designated personnel only. Locked filing cabinets will be used for storage. Sensitive data will be kept in filing cabinets in a 'strong room' where access is restricted to authorised personnel only.
- Data stored on Computers is password and firewall protected. Passwords are changed regularly and access is only accessible by designated persons.
- The Aladdin Schools online Management Information System (MIS) / Student Information System (SIS) is currently in use in the school. This is a system designed to simplify administration and securely store data. All data which can be securely inputted into this system will be done and held for the relevant period of time. Only selected administrators will have access to these files which are password protected.

Disclosure of records

Elements of the data listed above may be disclosed, where relevant and appropriate, with the consent of the data controller to the following :

- Parents/guardians, past pupils over 18.
- School staff
- Outside agencies such as the DES, HSE (these include the NCSE, Beech Park Services, Child Guidance Services)
- Other schools to which pupils are transferring.

Parental authorisation will be sought in advance of release of data to outside agencies.

Outside agencies requesting disclosure of data must do so in writing.

Parents/Guardians must also make such a request in writing to the Data Controller.

Responding to Requests

Under section 3 of the Data Protection Acts, an individual has the right to be informed whether the school holds data/information about them and to be given a description of the data together with

details of the purposes for which their data is being kept. This request must be made in writing and the data controller will accede to the request within 21 days.

Under section 4, individuals are entitled to a COPY of their personal data on written request. This request must be responded to within 40 days.

No personal data can be supplied relating to another individual unless the third party has consented to the disclosure of their data to the applicant.

Guidelines on Retention time for Data

Staff:

Staff data will be retained for the period of employment plus an additional period of 7 years

Pupil:

All pupil data will be retained for the duration of a pupil's enrolment and for an additional 7 years.

However, copies of professional reports from outside agencies, copies of Individual Education Plans and Accident Reports will be kept indefinitely

Records held by the principal in relation to child protection/child welfare will be held indefinitely

In certain circumstances some other data may be retained but only if it is deemed that it may be required in the future.

Parental / Guardian:

All parental / guardian data will be retained for the duration of a pupil's enrolment and for an additional 7 years..

Administrative:

Staff welfare will be kept for the duration of employment and a further 7 years

Financial Records (office) will be retained for 7 years

Yard Books/Incident Report Books to be passed on from class teacher to class teacher and stored for 7 years after the pupils have left the school

Fire Drill Reports to be kept for 2 years

Old Roll Books & Registers to be kept indefinitely. The online roll call system is currently in use and will be stored indefinitely on Aladdin

Interview notes / C.V's for Staff unsuccessful job applicants will be held for 24 months

Board of Management:

The minute book of the Board of Management meetings will be held indefinitely.

Other

CCTV footage will be retained for 28 days. In the event of a criminal investigation –as long as necessary

Irrespective of the retention times set out in this policy, where any record is required in respect of existing legal proceedings, it will be held until the proceedings are concluded and the time allowed for appeal has passed.

At the end of its Retention Period, all data which is no longer required to be retained shall be shredded and disposed of in a secure and careful manner.

Implementation Date/ Roles/ Responsibilities

Name:

Responsibility:

Board of Management

Data Controller

Principal

Implementation of Policy

Teaching Personnel

Awareness of Responsibility

Administrative Personnel

Security, Confidentiality

I.T. Personnel

Security, Encryption, Confidentiality

Review:

This policy will become effective once it is ratified by the Board of Management.

There shall be continuous evaluations with a full review of the policy to take place in 2020.

However, the policy shall be revised as necessary on an on-going basis taking cognisance of changing information or guidelines

Signed:

Date:.....