

**Polasaí:** Data Protection and Record Keeping

**School Details:**

Name of School: Gaelscoil Uí Drisceoil

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Category: Gaelscoil Ilchreidmheach

23 teachers

No. on roll: 483

**Introductory Statement**

This policy was formulated in March 2018 in consultation with staff, parents and Board of Management members.

**Introduction:**

Gaelscoil Uí Drisceoil promotes openness and co-operation between staff, parents and pupils as a means towards providing a caring environment through which a child can develop and grow to his or her full potential.

This can best be achieved where there is openness, transparency and co-operation between staff, parents, pupils and other stakeholders.

This policy was formulated by Staff and Board of Management of Gaelscoil Uí Drisceoil to identify the records required to be retained by the school to achieve this and to ensure confidentiality and manageable procedures in relation to access to such records by parents, pupils and stake holders and the safe storage of such data.

**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 and departmental circulars such as;
  1. Education Act, Section 9 (g) requiring a school to provide access to records to students over 18 and their parents;
  2. Education Welfare Act 2000 – including provisions requiring a school to report school attendance, the transfer of pupils to other schools and communications with the Education Welfare Officer;
  3. Data Protection Act 1998 and the Data Protection (Amendment) Act 2003;
  4. Circular Letter 0056/2011-regarding the implementation of the National Literacy and Numeracy Strategy regarding Assessment;
  5. Circular Letter 0024/2013-regarding the online claims system in recognized primary schools.
  6. 0025/2015 Primary Online Database (POD).

**Aims/Objectives:**

- To establish a clear understanding in consultation with staff and management as to the type of staff records that are maintained and how such records should be made available;
- To ensure that Gaelscoil Uí Drisceoil complies with legislative requirements regarding the data protection entitlements of pupils, staff and other members of the school community;
- To put in place proper records on the educational progress of pupils thereby enabling parents and staff to support a child's learning in a meaningful and constructive manner and to ensure that eligible pupils benefit from relevant additional teaching and financial supports;
- To report to parents in a meaningful way on the educational progress of their pupils;
- To establish clear guidelines on making these records available to parents, stakeholders and past pupils (over 18);

- To stipulate the length of time records and reports will be retained and the manner in which they will be retained.

## Ethos

- **Gaelscoil** - a school in which all subjects are taught through the medium of Irish in an attractive encouraging environment. Irish is the language of the school community, between children, teachers and management.
- **Multi-denominational** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school whilst positively affirming the professional role of the teachers

Where the Irish and English versions of this policy are at variance with one another, the Irish version is deemed to prevail. The Principal and Chairperson will be happy to clarify any matters arising from this policy.

## Guidelines:

The Principal assumes the function of data controller and supervises the application of the Data Protection legislation within the school. The data under the control of the Principal comes under the following headings.

### (i) Personal Data:

This data relates to personal details of pupils such as name, address, date of birth, gender, nationality, medical details, dietary information, PPSN, contact details and parents' names.

**Parents/Guardians reserve the right not to disclose details related to ethnic origin/ background or religious beliefs.**

These records are retained in manual form in a locked press in the **Oifig an Rúnaí** and in electronic form **on the school database which is currently Aladdin**. The Principal, secretary and Chairperson has access to them if necessary.

### (ii) Pupil Records:

CT = **Class Teacher**; LSC = **Learning Support Co-ordinator**; LST = **Learning Support Teacher**; PO= **Principal's Office**; S = **Secretary**; AI = **Aladdin**; SR = **Staffroom**; RT = **Resource Teacher**;  
DLP = **Designated Liaison Person**

Pupil records may contain:

1. Personal data of the student as outlined above (S0, (CT) (AI)

2. Medical sensitive data (S) (AI) (CT)
3. School report cards (CT) (AI)
4. Psychological/Clinical/Occupational Therapy/Speech and Language Assessments (LSC) (P.O)
5. Standardized Test Results (CT) (AI)
7. Screening Test such as Middle Infant Test (MIST) and National Reading Intelligence Test (NRIT) (LST) (CT) (AI)
8. Teacher – designed tests. Each class teacher designs his/her own test template (CT)
9. Diagnostic Tests Reports (LST) (CT)
10. Individual Education Plans (LST) (CT)
11. Learning Support/Resource Data such as records of permission/refusal to access
12. Learning Support (LS)/ Resource Teaching (RT) services in the school (RT) (P.O)
13. Portfolios of student work (CT)
14. Relevant family information such as Court Orders re custody etc. (P.O -DLP)
15. Details of behavioral incidents or accidents. (P.O - DLP)

Photographs/School Tours/use of internet at school - parents/guardians sign a consent form when a child becomes enrolled in the school allowing their child access.

**Pupil records are held by each class teacher in a locked cabinet.** A computerized school database is also used.

(iii) 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, Teaching Council Certificates, Vetting Certificates, Continuous Professional Development, curriculum vitae, school returns, classes taught, seniority and supervision payments.

Staff records are held in a locked cabinet in the School Secretary's office. **The Chairperson the Principal and the School Secretary have access to these records.**

(iv) Administrative Data:

This data includes data such as:

- Accident Report Book
- Administration of Medicines Indemnity Form
- Health Service Executive files
- Accounts
- Attendance Reports, Roll Book, Registers

These records are retained in both manual form in **Oifig an Rúnaí, oifig an Phríomhoide and in electronic form on the school database which is currently Aladdin.**

(v) Board of Management files:

Board of Management files which may routinely include:

- The names and contact details of each member of the Board
- details of appointments to the Board;
- School accounts, grant payments, school subscription payments etc.
- Minutes of Board meetings
- Correspondence to the board which may include references to individuals

These records are retained in the School Secretary's office. The minutes of Board meetings are held in the Principal's office in manual form. **The Principal, Secretary, Chairperson and the Treasurer have access where appropriate.** Some of these data are stored in electronic form on the principal's computer.

**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
- Designated school personnel (as specified above)
- Department of Education & Skills
- First and second-level schools (where relevant).

Parental authorization must be given in the event of data being transferred to outside agencies such as health professionals etc. Parents/Guardians can make such a request either by email or in writing. Outside agencies requesting access to records must do so in writing giving seven days' notice. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorization through the same procedures.

The Annual School Report Form:

A standardized school report form is used which is issued in June on Aladdin.

**Storage:**

(i) All pupil records are stored in the school for a number of years when students leave the school in 6<sup>th</sup> Class. These records are stored in a locked room in filing boxes and retained on the school database (Aladdin). Computerized records, systems are password protected.

(ii) All staff data is stored indefinitely within the school and/or in line with departmental guidelines.

- (iii) All other data is stored in line with departmental guidelines;
- (iv) A pupil profile and selection of records are stored on Aladdin from the 2019 school year onwards and the next class teacher will be able to access them as the child moves to the next class.
- (v) Completed Roll Books are kept on the Aladdin Database. Items collected by teachers during the school year are sent home at the end of the school year along with copybooks.
- (vi) All waste paper /printouts are shredded/disposed of carefully
- (vii) Access to these stored files is restricted to authorized personnel only.

**NB:** Please refer to **Appendix 1** for more detailed information re: **Recommendations regarding Safe storage and retention periods for different information.**

### **Close Circuit Television (CCTV)**

A CCTV system operates on the school grounds in order to enhance the security of the premises.

The recognizable images recorded by CCTV constitute 'personal data' and therefore come under the Data Protection Acts 1988 and 2003.

The Board of Management of Gaelscoil Uí Drisceoil have authorized the use of CCTV in order to protect the school grounds, the school buildings and its contents from vandalism and theft. The system also acts as a measure to enhance the personal security of all authorized persons entering the school grounds.

Accordingly images recorded by the CCTV system shall be retained for one month except where an issue arises in relation to a particular image in which case the image shall be retained until the issue has been investigated or resolved.

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

**Review/Ratification/Communication:**

This policy was ratified in March 2019.

The policy will be available on the school website and through the office. It will be reviewed annually and amended if necessary.

Siobhán Ní Chatháin \_\_\_\_\_  
(Príomhoide Ghaelscoil Uí Drisceoil)

Ruairí Ó Catháin \_\_\_\_\_  
(Cathaoirleach – Bord Bainistíochta Ghaelscoil Uí Drisceoil)



## Appendix 1:

Recommendations regarding Safe storage and retention periods for different information.

PUPILS	RETENTION PERIODS
(1) School Register / Roll Books	Indefinitely
(2) Enrolment Forms	Hold until Pupil is 25 Years Hold
(3) Disciplinary notes	until Pupil is 25 Years Hold until
(4) Test Results– Standardised	pupil is 25 Years
(5) Psychological Assessments etc	Hold until Pupil is 25 years
(6) SEN Files/IEPS (7)	Hold until pupil is 25 years
Accident Reports	Never Destroyed
(8) Child Protection Reports / Records	Hold until pupil is 25 years
(9) S.29 Appeals	Hold until pupil is 25 years

<b>INTERVIEW RECORDS FOR STAFF</b>	<b>RETENTION PERIODS</b>
Interview Board + Marking Scheme + Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is taken
<b>STAFF RECORDS</b>	<b>RETENTION PERIODS</b>
Contract of Employment, Teaching Council Registration, Vetting Records etc  Accident / Injury at work Reports	Retention for duration of employment + 7 years  (6 years to make a claim against the school plus 1 yr for proceedings to be served on school)
<b>BOARD OF MANAGEMENT RECORDS</b>	<b>RETENTION PERIODS</b>
BOM Agenda and Minutes	Indefinitely
CC TV Recordings	28 days normally. In event of criminal investigation – as long as is necessary
Payroll & Taxation	Revenue require a 6 year period after the end of the tax year
Invoices / receipts	Retain for 7 Years
Audited A/C's	Indefinitely
<p><i>Why in certain circumstances does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age? The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6 year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.</i></p>	

