Data Protection Policy

**St. Saviour’s National School, Rathdrum.**

The Primary Online Database POD contains individualised personal & sensitive personal data and details about the progression of primary pupils through the education system the impact of educational interventions, the data collected includes data for this database also details of children receiving Resource Teaching Hours & their progress.  It is used to provide indicators of what is and what is not working in our Educational system and to provide relevant and up to date information to inform Department of Education planning and resource allocation.

**Data Protection/Record Protection**

**Introduction**

This policy was formulated by Staff and Board of Management.  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**

Records of pupils attendances at school are kept to fulfil the legal Requirements as required by the National Education Welfare Board because attendance has a bearing on a pupils attainment levels.

A policy on Data Protection and record keeping is necessary to ensure that the school complies with the laws regarding data Data Protection Act 1988 and Data Protection (Amendment) Act 2003 & other Data Protection Actsand to ensure accountability and transparency.

**Relationship to School Ethos**

St. Saviour’s N.S. respects and values the individuality of each member of the school community. We aim to foster mutual respect between home and school and fosters a high level of openness and co-operation.

The Education Act Section 9G & Data Protection Actys provides that parents or students of 18 years or upwards are entitled to have access, in the prescribed manner, to records kept by the school relating to progress of the student in his/her education.

(Attendance records are kept in accordance with the requirement to report school attendances and transfer of pupils.)

**Aims/Objectives**

a)      To ensure the school complies with legislative requirements and the principles of good practice.

b)     To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies.

c)      To put in place a proper recording and reporting framework on the educational progress of pupils to ensure that the child’s learning and development are fully supported and that progress is reported to parents.

d)     To establish clear guidelines on making these records available to parents and pupils over 18.

e)      To ensure that access to a child’s records is available within the administration capacity of the school

f)       To stipulate the length of time records and reports will be retained.

Type of Records Held and purpose of each Records are held for administration purposes: eg address, telephone numbers, date of birth

: to monitor progress eg. Standardised test and other test results, copies of end of year report and to monitor & manage attendance eg. absence notes, held for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ System of Reporting absences to Túlsa. Medical indemnity Forms & Health care Plans for Critical Illness – held to allow school to respond to healthcare needs of particular pupils and for insurance purposes.

The following table shows the type of personal data, the reason it is retained the length of the retention period, who has access to the record and how the data is disposed of in a secure manner once the retention period is reached.

**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.

**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, P.P.S., Parents and Guardians details.  These are kept in the Administration office which is locked outside of school hours.

**Access to records:**

|  |  |  |
| --- | --- | --- |
| **Record** | **Stored** | **Accessible to :** |
| Information form containing personal details of their child | Office | Parents  / Dept Officials |
| Medical Form and copies of indemnity form for admin.of medicines. | Office | Parents  / Dept Officials |
| School Plan  - Curricular /School  Policies - Organisational | Office | Parents  / Dept Officials |
| Code of Behaviour signed by parents and records of breaches of Code./ Record of Instances of Serious Injuries, accidents or problem behaviour at school and Medical Information Forms/ Injury Sheet | Office | Parents  / Dept Officials |
| Attendance Records; Rolla/Register Book/ Absence Notes/NEWB Returns/Consent Forms for outings. | Office | Parents on Request/ Dept./NEWB Officials/Govt. Officials |
| School report cards (sent to parents at end of each school year) – Results of Standardised Tests including Micra/ Sigma /Drumcondra (reported to parents as per legislation) & results of teacher-designed tests | Office/ Standardised test results in Res. room  Each teacher retains- teacher designed tests | Parents (tests on request) /Dept.. Officials  Feedback of standardised tests oral and written to 1st + 4th class parents |
| Portfolios of students work. | Each teacher retains | Teacher /parents/ Dept officials |
| Enrolment form | Office | Principal |
| Learning Support & Resource Data such as records of refusals to allow children access to L.S./ R.T. services in the school. | Locked filing cabinet Res Room(refusals on child’s file) | Principal /Teachers Res Teachers & Dept. Officials |
| Individual Education Plans (in L/S Room) | in L/S Room | Principal /Teachers/  Parents/ Res. Teachers & Dept. Officials |
| Records of LS/RT pupils progress | LS Room | Principal/Teachers/ Res Teachers & Dept. Officials |
| Screening Test such as M.I.S.T. and N.R.I.T. | Res room | Principal/Teachers/ Res Teachers & Dept. Officials |
| Diagnostic Tests Reports;  NARA/ABC Movement/Schonnel | Res room | Principal/Teachers/ Res Teachers & Dept. Officials |
| Psychological assessments– working part of report recommendations shared with relevant personnel. | (in Principal’s room in locked filing cabinet) | Parents/ Principal/ Teacher involved/RES teacher. *Permission to be sought of parents to allow third party access eg. Another school* |

Access is also allowable to own records, for past pupils over the age of 18 years.

**Where data is communicated to another agency a copy will be kept.  The school will keep a record of what, when and to whom the record was transferred.**

**The data below is generally not accessible to parents except in exceptional circumstances**

|  |  |  |
| --- | --- | --- |
| Accident Report Book |  | On request of parent concerned in writing to BOM |
| Yard Duty sheets |  | On request of parent concerned in writing to BOM |
| Yearly Schemes of work - | Office | Principal/Each Class Teachers/ Dept. Officials |
| Fortnightly Schemes (plans) / Cuntas Míosúil | Office | Principal/Each Class Teachers/ Dept. Officials |
| BOM Annual statements of  Accounts | Office | Published to parents / Staff/ BOM members/ Dept. Officials |
| Details of  staff salaries , explicit PAYE & PRSI | Office | Principal/Treasurer BOM |
| Administrative records forms & correspondence | Office | Principal/ Dept. Officials |
| Records of  voluntary contributions | Office | Principal |
| Minutes & Accounts of B.O.M., | Office | Principal/ BOM/Dept. Officials |
| Minutes of Staff Meetings,  In school Management Meetings. | Office | Principal/ Teachers  Principal & Post holders & Dept. Officials |
| Staff Data | Office | Principal/ Dept. Officials |

**General Administration:**

*Access to the records above is restricted to relevant personnel only.( see list below).*

**Access to Records**

**Authorises access available to the following**

      Designated School Personnel

      Health Service Executive

      Department of Education and Skills Officials

      First and Second level schools (where relevant with previous consent of parents/ guardians)

      National Education Welfare Board Officials

      An Garda Siochana

Outside agencies requesting access to records must do so in writing giving seven days notice.  Parents/Guardians can make such a request in writing.

**Storage**

Records are kept for a minimum of 7 years.  Standardised Tests Booklets are shredded after one year but the raw score, STens and percentiles are kept (Score page)on record until past pupils reach adulthood.

Records of pupils are held by each teacher in his/her individual classroom and passed on to the next class.  As children move to second level their personal records are stored in the school attic until they reach 21 years which is legal requirements. All completed roll books, samples of children’s work and pupil profiles are also stored in the attic where access is restricted to authorised personnel. Computerised records are password protected.

**Success Criteria**

      Compliance with Data Protection Act and Statue of Limitations Act.

      Easy access to records.

      Framework in place for ease of compilation and reporting.

      Manageable storage of records.

**Roles and Responsibilities**

The whole 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.