



## **Star of the Sea Primary School Data Protection and Record-keeping Policy**

### **The eight rules of data protection**

All personal data records held by the school are obtained, processed, used and retained in accordance with the following eight rules of data protection (based on the Data Protection Acts):

1. Obtain and process information fairly
2. Keep it only for one or more specified, explicit and lawful purposes
3. Use and disclose it only in ways compatible with these purposes
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure that it is adequate, relevant and not excessive
7. Retain it for no longer than is necessary for the purpose or purposes
8. Give a copy of his/her personal data to that individual on request.

### **Introduction:**

This policy was formulated by Staff and Board of Management of Star of the Sea Primary School. 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.

### **Relationship to School Ethos:**

Star of the Sea Primary School 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/her full potential.



## **Star of the Sea Primary School Data Protection and Record-keeping Policy**

### **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.
- To ensure Star of the Sea PS is a 'Data Protection Sensitive and Aware Institution'.

### **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/staff such as name, address, date of birth, gender, medical details, dietary information, P.P.S. No., Parents and Guardians details. These are kept in the secretary's office, teacher filing systems, Aladdin Schools, and the Primary Online Data Base (POD).

#### **2. Sensitive Data**

Ethnic origin, nationality, and religious belief Personal and sensitive data are stored in secretary's office, Aladdin Schools, and POD.

#### **3. Student Records:**

These are records of a student's academic and social progress

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 Tests
- Data Protection
- Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- Student Support Files



## **Star of the Sea Primary School Data Protection and Record-keeping Policy**

- A standard NCTE school report form is used for all pupils and is issued to parents by post in June.
- 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.

### **4. Photographs**

Consent to take photographs of pupils for the following purposes is given on enrolment:

- To record pupils' achievements
- To record pupils involvement in school events/ classroom activities/participation in school tours/school projects/sporting events.
- To promote the school
- To record school life
- As part of the pupil's assessment portfolio

Photographs taken for the above purposes are displayed in classrooms, on school notice boards in corridors, in the local church, on the school website and occasionally in local newspapers. Children are never individually identified.

Explicit consent for use of a photograph for other than the above will be sought from parents/guardians.

### **5. 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, Continuous Professional Development courses, curriculum vitae, school returns, classes taught, seniority and supervision payments.

### **6. Administrative Data:**

- Attendance Reports, Roll Book, Registers
- Accident Report Book
- Administration of Medicines Indemnity Form
- Policies
- HSE files
- Board of Management files
- Accounts
- Yard Supervision Rosters

### **Access to Records:**

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

- Parents/guardians
- Past pupils over 18



## **Star of the Sea Primary School Data Protection and Record-keeping Policy**

- Health Service Executive
- Designated school personnel
- Department of Education & Skills
- First and Second level schools (where relevant). As per Circular 27/2015, an Education passport is provided to all schools receiving 6th class pupils at the end of their time in the school.

Written parental authorisation 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 request access to a pupil's records either by email or in writing. Such Subject Access Requests shall be compiled with within a month if the access is made during the school term. Subject Access Requests during holiday periods will be processed once school re-opens. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorisation through the same procedures.

### **Storage:**

Storage Records are generally kept for a minimum of 7 years.

Standardised Tests Booklets are shredded after one year but the raw score, stens and percentiles are kept on record until past pupils reach 25 years of age.

Pupil Profiles are held on Aladdin schools and on the POD system.

Child Protection files are held by the DLP.

For computerised records, systems are password protected.

Computerised records, systems are password protected. Records are backed up to 'cloud storage' regularly.

Access to these stored files is restricted to authorised personnel only as outlined in the school's Record Retention Schedule.

### **CCTV Data**

The accompanying CCTV Policy outlines the school policy on CCTV System and Data Management

### **Success Criteria:**

- Compliance with Data Protection Act and Statute of Limitations Act
- Compliance with GDPR
- Clear protocols for requesting access to records and release of same.
- Framework in place for ease of compilation, storage, retention and disposal
- Manageable storage of records.



## **Star of the Sea Primary School Data Protection and Record-keeping Policy**

### **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.

**Data protection policy and its implications will be considered in the review of**

### **The following policies:**

- Child Safeguarding Statement
- Admission policy
- Anti-Bullying Policy
- Substance Use Policy
- Code of Behaviour

### **References:**

- Solas (CPSMA) May-June 2001
- Education Act 1998
- Education Welfare Act 2000
- Data Protection Act 2003
- Freedom of Information Act
- [www.dataprotectionforschools.ie](http://www.dataprotectionforschools.ie)
- Data Protection Commission
- Leadership + (IPPN)

### **Review/Ratification/Communication:**

This policy was ratified by the Board of Management on 18<sup>th</sup> June 2018

The policy will be available on the school website and upon request.

It will be reviewed every 3 years and amended if necessary.