



DATA PROTECTION AND RECORD-KEEPING POLICY

Ratified: March 2015

Review date: March 2018

Data Protection and Record Keeping Policy

Bansha NS

1. Introduction

This policy was formulated by Staff and Board of Management of Bansha National 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.

2. 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. Bansha National School also recognise that it is good practice to record pupil progress so as to identify learning needs.

This policy is also being 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
Establishment of Primary Online Database (POD) as directed by Circular xx/xxxx, Department of Education and Skills

3. Relationship to School Ethos

Bansha National 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 full potential.

4. 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.

5. 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.

(a) *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 a locked filing cabinet in the office. Parent/Guardian contact details are retained on the shared whiteboard in the office for ease of access and use.

(b) *Student Records:*

Student records are maintained in a locked filing cabinet in the office.

Student records may contain:

- Personal details of the student – including data as requested for Primary Online Database (POD)
- Consents form

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- 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.

(c) 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. This data is held in a lever arch file within the confines of the office, which is locked when not in use.

(d) Administrative Data

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

This data is held in a lever arch file within the confines of the office, which is locked when not in use.

(e) Child Protection Records

Child Protection records are held in a locked filing cabinet in the office and in accordance with the Children First Guidelines 2011.

6. 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
- First and second-level schools (where relevant and once confirmation of enrolment has been received)

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- Board of Management of Bansha NS

With the exception of child protection-related data which is governed by Children First Guidelines and Procedures 2011, data on attendance (NEWB/ TUSLA) and data regarding achievements in literacy and numeracy (National Strategy for literacy and numeracy, parental authorisation form must be completed by parents in the event of data being transferred to outside agencies.

Outside agencies requesting access to records must do so in writing or by phone.

Parents/Guardians can make such a request either by phone, email or in writing. Past pupils and parents of past pupils seeking data must do so in writing.

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

A standardised school report (in line with NCCA templates) is issued by post to parents/guardians from Junior Infants to Sixth Class at the end of the school year.

The NCCA Passport is utilized each year for children transferring from 6th class to second level. A copy of this Passport is maintained in each pupils personal file until he/she has reached 21 years of age.

7. Data Storage:

All records are stored in the school until the past pupil has reached the age of 21. These records are maintained in storage boxes in a locked storage room.

Standardised test booklets are shredded after one year but test detail including raw score, STENS and percentiles are maintained until the child has reached 21 years of age.

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

All completed school roll books are stored in a similar location in addition to samples of children's work and pupil profiles.

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

For computerised records, systems are password protected. Records are backed up external cloud storage on a regular basis.

The school is alarmed when not in use and main door have a coded pass entrance.

8. Data Accuracy

Data held will be accurate and as up to date as is reasonably possible. If a data subject informs the school of a change of circumstances their record will be updated as soon as is practicable. If a data subject should inform the school that personal data is inaccurate then the school will seek to remedy this as quickly as possible.

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9. 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.

10. 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.

11. Implementation Date

This new policy is effective from September 2015.

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

12. Review/Ratification/Communication

This policy was ratified by the BOM on

The school community have been informed of the reviewed plan and it has been made available on the school website. Hard copies are available from the school office on request.

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

13. References

Department of Education and Skills (POD)

Solas (CPSMA) May-June 2001

Education Act 1998

Education Welfare Act 2000

Date Protection Act 2003

Freedom of Information Act

Signed: _____

Fr. Micheál Hickey, Chair BOM

Ms. Clíodhna Breen, Principal

Date: _____
