

Our Lady of the Wayside NS Kilternan



Data Protection Policy

Introduction:

The purpose of this 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 and a policy must be put in place to ensure that a school complies with legislation such as the Education Act and the Education Welfare Act.

Aims and Objectives:

The primary aims and objectives of this policy are

- 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 pupils over 18 years.
- To stipulate the length of time records and reports will be retained.

Types of Data:

- Personal Data:

This data, in the form of an Enrolment Form relates to personal details of the pupils, such as name, address, date of birth, nationality, religious belief, medical details, dietary information, PPS Number. It includes contact details for parents/guardians. Enrolment forms are kept in the secretary's office.

- **Pupil Records:**

Pupil records contain:

Personal details of the pupil

School Report Cards

Psychological Assessments (if any)

Attendance records

Diagnostic Test Reports

- **Learning Support/Resource Data**

Individual Education Plans (where appropriate)

Screening Tests

Standardised Test Results

- **Staff Data**

Name, address, contact details.

- **Administrative Data**

Attendance reports

Roll Books

Registers

Accident report Books

[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
- DES (Department of Education and Science)
- First and Second Level schools (where relevant)

A parental authorisation form must be completed by parents in the event of data being transferred to outside agencies such as health professionals etc.

A school report is issued to parents/guardians of all pupils at the end of the school year. The obligation is on parents/guardians to keep the school informed of current address details.

Storage:

Each child's records are kept until he/she has reached 21 years of age. Standardised test booklets are shredded after one year but the raw score, stens and percentiles are kept on record until the child has reached 21 years of age. As children pass to second level their personal records are stored in the school until they are 21 years old. All school completed roll books are stored in the school. Access to these stored files is restricted to authorised personnel only. For computerised records, systems are password protected. From the academic year 2015/2016 attendance will be kept electronically.

Key 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 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 pupils transferring to another school.

Ratification:

This policy was ratified by the Board of Management in December 2016