

## Data Protection Policy

1. The Principal is the Data Controller.
2. Information collected is for the provision and administration of an educational service.
3. Application and Description of Personal Data:

***Application***

***Description***

- |                         |   |
|-------------------------|---|
| a) Student Records:     | Name, home address, date of birth, gender, religious belief, racial/ethnic origin, nationality, special needs notation, medical card details, psychological reports, assessment reports, medical details, dietary requirements, travel details, courses followed, PPSN, academic results, previous education details, IQ results, attendance records, details of fees and other payments/contributions, parents/guardians names, contact details and occupation, details of siblings. |
| b) Fundraising Records: | Name, address and contact details of contributors, details of contributions.  |
| c) Staff Records:       | Name, home address, home contact details, date of birth, absence records, personnel payroll number, PPSN, salary & pension details, annual & sick leave records, details of next of kin, current & previous employment records, disciplinary records, CV/qualifications, bank details.  |

4. Disclosures:

- a. Department of Education & Skills, Department of Health & Children, HSE, sending & receiving 1<sup>st</sup> and 2<sup>nd</sup> level schools.

5. Transfers abroad:

Receiving & sending 1<sup>st</sup> and 2<sup>nd</sup> level schools

6. Sensitive Data:

- |                              |                                   |
|------------------------------|-----------------------------------|
| a. Racial Origin             | (Student Records & Staff Records) |
| b. Religious Beliefs         | (Student Records & Staff Records) |
| c. Physical or Mental Health | (Student Records & Staff Records) |
| d. Leabhar Dearg             | (Which is a class record)         |

7. We are not required by law to make any of our personal data available to the public.

8. The Principal is the person who will supervise the application of the Act in relation to personal data within the school.

**Physical Safeguards:**

Premises alarmed and monitored when not occupied. Access to files restricted to authorised personnel only.

**Technical Safeguards:**

Systems are password protected and anti-virus software is in use; a firewall is used to protect systems connected to the Internet.

**Access to Records:**

In devising this policy due consideration has been given to Section 9(g) of the Education Act 1998. Parents as the primary educators are entitled to an account of their child's progress in school. This includes the academic, emotional, personal, physical, moral, spiritual, social and cultural aspects of education.

In keeping within the school policy of working with parents as partners in their child's education, the child's individual school records will be made available. The records are accessible to parents under the supervision of the Principal teacher and on making an appointment.

**Aims:**

- To provide parents access to the school records for their child
- To empower parents to participate more fully in the welfare and education of their child
- To enhance communication between parent, child and teacher
- To monitor progress of a pupil's development
- To ensure follow through and appropriate action to meet the child's educational needs.

**Guidelines:**

- Parents who wish to access their child's school records must do so in writing to the Principal Teacher
- The Principal Teacher will then collate all available records
- An appointment time will then be confirmed to the parents

**Records Provided:**

- Attendance
- Curricular
- Standardised tests
- Diagnostic tests
- Medical/Psychological Reports
- End of Year Reports

**Retention of Records:**

An Mhodscoil will retain all school records in a safe place for nine years after the child has left 6<sup>th</sup> class.