



Colaiste na hInse Data Protection Policy

(Note: This Policy is due for review in 2015-2016 school year in light of ETB wide Generic policy being recommended for adoption by EO MNB)

School

Colaiste na hInse is a co-educational, multi denominational school in Louth Meath Education Training Board(LMETB)

Our School Philosophy

'Colaiste na hInse is a school of Excellence where students are happy and secure in a learning atmosphere characterised by Dearfachas (positivity) and belonging.... We focus on the whole young person and aspire to develop them as intellectual, emotional and spiritual individuals.... We encourage the highest standards in ár daltaí (our students) ensuring that they reach their full potential through strong relationships and positive reinforcement'. (Mission Statement)

Introduction:

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 other 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 1998
 - Education Welfare Act 2000
 - Data Protection Act 2003
 - Freedom of Information Act 1997

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

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. It also includes the names of students' parents/guardians. This information is included in the School Enrolment Form. These forms are kept in the Administration Office.

B. Student Records:

Student records maintained under the Data Protection Policy will include:

1. *School Reports*
2. *Psychological Assessments.*
3. *Standardised Test Results*
4. *Teacher – designed tests.* Results of teacher designed tests are securely stored by the teacher.
5. *Special Educational Needs*
6. *Pupil Profile Sheets*
7. *Portfolios* of student work
8. *Attendance Records*
9. *Record of child's breaches of Code of Behaviour/Bullying :*
10. *Records of serious injuries/accidents.*
11. *Indemnity Form for Administration of Medicine.*
12. *Certificates of Exemption from the Study of Irish.*

13. Storage: Access to Pupil Records:

Transfer of Student Records:

C. Staff Data

Staff records include name, contact details, payroll number, PPSN, qualifications, contracts, references, curriculum vitae, job applications, attendance records, Garda Clearance, Medical Fitness to Teach. Access is restricted to the Principal and Secretary. Records are destroyed by way of shredding when no longer required.

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

Roles and Responsibilities:

The school staff, under the direction of the Principal will implement and monitor this policy. The Principal will ensure that records are maintained and securely stored.

Review/Ratification/Communication:

Ratified by Staff:

Ratified by Parents:

Ratified By BOM: