

Data Protection and Record-Keeping policy

Scoil Chomáin Naofa



2015

**Introduction:**

This policy was formulated by Staff and Board of Management of Scoil Chomáin Naofa, Roundfort. 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:**

Scoil Chomáin Naofa 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.

**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.

**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 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 the principal’s office in a locked filing cabinet.

**2. Student Records:**

Student profiles are held by each class teacher and this file is then held in the principal’s office once the child leaves the school.

Student records may contain:

* Personal details of the student
* Medical sensitive data
* School report cards
* Standardised Test Results
* Attendance Records
* Screening Test such as MIST and NRIT
* Diagnostic Tests Reports
* Individual Education Plans
* Learning Support/Resource Data such as records of permission/refusal to access LS/RT services in the school,
* Details of behavioural incidents or accidents.

Psychological/Clinical/Occupational Therapy/Speech and Language Assessments are held in a locked cabinet in the learning support room.

**3. 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 kept in a locked filling cabinet in the principal’s office. The secretary has access to this information also.

**4. Administrative Data:**

* Attendance Reports, Roll Book, Registers (Kept by the Deputy Principal)
* Accident Report Book
* Administration of Medicines Indemnity Form
* Policies
* HSE files
* Board of Management files
* Accounts

**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).

A parental authorisation form 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 make such a request either by phone, email or in writing. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorisation through the same procedures. Secondary schools shall be given a copy of 6th reports on receipt of written confirmation that the pupil has enrolled in that secondary school.

 A standardised NCSE school report form is used which is issued by post in June. The results of the standardised tests are recorded on this report.

**Storage:**

All records are stored in the school for a minimum of 7 years until the past pupil reaches the age of 21. These records are stored in the principal’s office in a locked filing cabinet.

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.

**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. 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.

**Implementation Data:**

This new policy is effective from \_\_\_\_\_\_\_\_\_\_.

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

**Review/Ratification/Communication:**

This policy was ratified on \_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair Person)

The policy will be available on the school website and through the office.

It will be reviewed every 2years and amended if necessary.

**References:**

* Solas (CPSMA) May-June 2001
* Education Act 1998
* Education Welfare Act 2000
* Date Protection Act 2003
* Freedom of Information Act