

Data Protection

St. Joseph's National School
Hacketstown
Co. Carlow

DATA PROTECTION/RECORD RETENTION POLICY

Introduction:

This policy was recently formulated by staff and Board of Management of St. Joseph's National School Hacketstown. 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;

Relationship to school ethos:

St. Joseph's National School Hacketstown 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 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 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
- 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.

Personal Data:

This data relates to personal details of the students such as name, address, date of birth, gender, ethnic origin, nationality, medical details, dietary information, PPSN. It does not include parents and guardians details. These are kept in the Administration office.

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level their personal records are stored in the school for a period of time (7 yrs minimum). 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.

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.

If school is contacted by Government services, school procedure, is to take phone number and arrange for return call at a suitable time.

Staff are careful to record all answers given to professional agencies.

Implementation Data:

This policy is effective from 19/01/2010. All records held from before that date will continue to be maintained in the school.

Review and Ratification

This policy was updated and ratified on 24/05/2016.

This policy will be reviewed at the end of the 2019 school year or before that date should the need arise.

Signed: Edward Forde

Edward Forde (Chairperson Board of Management)

References:

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