

**ST. ATTRACTA'S SENIOR NATIONAL SCHOOL
MEADOWBROOK, DUBLIN 16**

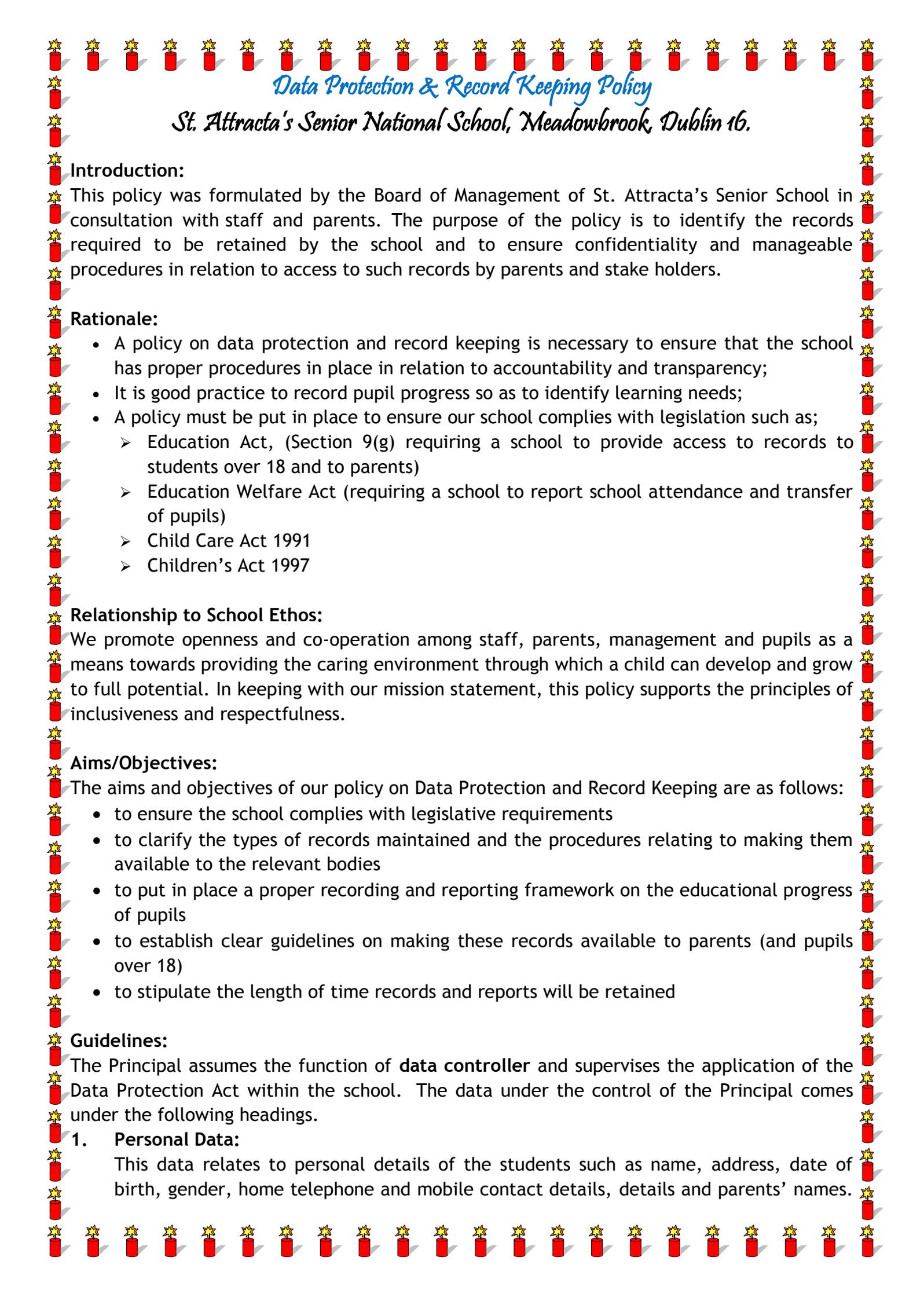


**DATA PROTECTION
& RECORD KEEPING**



**SCOIL SHINSIREACH NAOMH ATHRACHT
CLUAIN GHLAISE, ÁTH CLIATH 16**

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16



Data Protection & Record Keeping Policy

St. Attracta's Senior National School, Meadowbrook, Dublin 16.

Introduction:

This policy was formulated by the Board of Management of St. Attracta's Senior School in consultation with staff and parents. 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 our school complies with legislation such as;
 - Education Act, (Section 9(g) requiring a school to provide access to records to students over 18 and to parents)
 - Education Welfare Act (requiring a school to report school attendance and transfer of pupils)
 - Child Care Act 1991
 - Children's Act 1997

Relationship to School Ethos:

We promote openness and co-operation among staff, parents, management and pupils as a means towards providing the caring environment through which a child can develop and grow to full potential. In keeping with our mission statement, this policy supports the principles of inclusiveness and respectfulness.

Aims/Objectives:

The aims and objectives of our policy on Data Protection and Record Keeping are as follows:

- 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)
- 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, home telephone and mobile contact details, details and parents' names.



ethnic origin, nationality, religious belief, medical details, dietary information, etc. These are kept in the school office in a locked cabinet and teachers hold a copy of registration forms for their current class in their folders.

2. **Student Records:**

Student records are accessible to the class teacher and a master copy is held in the principal's office. Reports pertaining to pupils with special educational needs are also held by the Learning Support Co-ordinator in a locked filing cabinet. Student records may contain:

- Personal details of the student
- School report cards
- Medical sensitive data
- Psychological/Clinical/Occupational Therapy/Speech and Language Assessments
- Standardised Test Results
- Attendance Records
- Various Screening Tests
- Diagnostic Tests Reports
- Individual Education Plans, Individual Pupil Learning Plans and records of meetings with the stakeholders regarding these plans;
- Learning Support/Resource Data such as records of permission/refusal to access Learning Support and Resource Teaching services in the school,
- Samples of exemplary work and samples of work by tracker pupils for Literacy and Numeracy Projects
- Details of behavioural incidents or accidents.
- Assessment results carried out by professionals to assist teaching and learning (e.g. results of psychiatric reports; occupational therapy reports; speech and language assessments; etc.)
- Records of students who have been granted an exemption from the study of Irish.

Class teachers also hold the following data in relation to pupils in their current class

- Copies of school registration forms with parents' contact details
- Standardised Test Results
- Teacher-designed tests. Each class teacher designs his/her own test templates
- Individual Education Plans, Individual Pupil Learning Plans and records of meetings with the stakeholders regarding these plans;
- Portfolios of student work e. g. Projects/Art and achievements on diagnostic tests.

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, references, Garda vetting certificates. Teaching Council details, sick leave, CPD, curriculum vitae, school returns, classes taught, seniority and supervision payments.

4. **Administrative Data:**

- Attendance Reports, Roll Book, Registers
- Class files
- Pupil Profiles
- Enrolment applications

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- Copy of baptismal certificate copy (when necessary)
 - Correspondence between parents and teachers.
 - Accident Report Book detailing injury and treatment applied
 - Administration of Medicines Indemnity Forms
 - Late Arrival and Early Departure Forms
 - Records of books rented under book-rental scheme and books borrowed from school library
 - Pupil behaviour records and records of allegations/ incidents of bullying and alleged bullying (manually recorded notes)
 - Records kept in line with 'Children First' Procedures (Child Protection)
 - Board of Management files and policies
 - School 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
- Designated school personnel
- Health Service Executive
- National Educational Psychological Service
- National Education Welfare Board
- An Garda Síochána
- Department of Education & Skills
- First and second-level schools
- St. Attracta's Board of Management

With the exception of child protection-related data which is governed by 'Children First Guidelines and Procedures 2011', data on attendance, (governed by NEWB) and data regarding achievements in literacy and numeracy, (governed by National Strategy for literacy and numeracy), parental authorisation must be provided 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 and must identify themselves before the information is handed over. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorisation through the same procedures. Past pupils and parents of past pupils seeking data must do so in writing.

The Annual School Report format and its communication to parents are outlined clearly in our Assessment Policy. A standardised school report form is used, which is issued by post in June to all parents along with results of standardised testing of pupils from all classes.

Storage:

All records are stored in the school for a minimum of 10 years until the past pupil reaches the age of 21. These records are usually stored in a locked filing cabinet in the principal's office or in the strong room.

- A pupil profile and a selection of records for individual pupils are kept by each teacher in his/her individual classroom and passed on to the next teacher as the child moves to the next class.
- A pupil profile is held for each pupil in the school administration office in the report booklet and on computer file on Aladdin package.
- Pupil profiles for pupils with special educational needs are held in the principal's office, while a copy of each child's IEPs and/or assessments are kept in a locked filing cabinet in the learning support room.
- Standardised tests booklets are shredded but the percentiles are kept on record until past pupils reach adulthood (21 years of age).
- As children pass to second level their personal records are stored in the school administration office (labelled with the school year in which they completed 6th class)
- All completed school roll books and school registers are stored in the strong room indefinitely. Access to these stored files is restricted to authorised personnel only. For computerised records, systems are password protected and information on data packages is encrypted.
- Computerised records and systems are password protected. Records are backed up regularly.

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 in-class testing. The Principal will ensure records are maintained and stored.

References:

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

Monitoring/Evaluation/Review

This Policy on Data Protection and Record Keeping has been drawn up in consultation with the partners in education. Records held from before this date will continue to be maintained for a minimum of 10 years.



This policy will be reviewed regularly and as deemed necessary. The views and opinions of the partners in education are welcome at all times.

