



Scoil Náisiúnta Tobair Eoin Baisde

Johnswell, Co. Kilkenny

Tel: 056 7759895

Email: johnswellns@gmail.com

Roll no. 17905R

Data Protection/Record Retention and Access Policy

Introduction:

This policy was formulated by Staff and Board of Management of Johnswell National School. 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 parents and past students now over 18
 - Education Welfare Act – requiring a school to report school attendance and transfer of pupils
 - General Data Protection Regulation Legislation (GDPR) 2018
 - Data Protection Act (Ireland)2018

Relationship to School Ethos:

Johnswell National School 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 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.

Personal Data:

This data is retained under lock in the Office and 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.

Psychological Assessments (if any), Individual Education Plans (where applicable) and Learning Support/Resource Data such as records of refusals to allow children access to SEN services in the school are also kept under lock in the Office.

Student Records:

Current student records are held under lock by each class teacher and a master copy is held under lock in the administration office. Student records contain:-

- Personal details of the student
- Copies of School report cards from Junior Infants to Sixth Class
- Screening/Standardised Test Result Card
- Attendance Records where necessary
- Copies of Screening Test such as MIST and QUEST
- Results of Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- Student work samples

Administrative Data:

- Attendance Reports, Roll Book, Registers
- Accident Report Book
- Administration of Medicines Indemnity Form
- Enrolment Forms
- Access to Information Consent Form
- Intimate Care Consent Form - template
- Staff Data – name, address, date of birth, contact details, payroll number, pension details, attendance records, qualifications, school records, etc.
- Parent and Guardian contact details

Access to Records:

The following will have access where relevant and appropriate to the data listed above;

- Parents/Guardians
- Past Pupils over 18 (Parents/guardians or past pupils can make a request for access to such data in writing)
- Health Service Executive
- Designated School Personnel
- Department of Education and Science
- 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.

Annual School Reports are communicated to parents at the end of each school year. A school report form is used for pupils from Junior Infants to Sixth Class. This is normally issued before the last week in June. Pupil progress is also reported to parents by way of parent teacher meetings which normally take place in early December and again in May. During these meeting a progress report sheet is agreed and signed by both parent and class teacher. These are placed in the child's file.

Storage:

Records are kept for a minimum of 7 years. Standardised tests booklets are shredded after one year but the raw score, sTens and percentiles are kept on record until past pupils reach adulthood.

A pupil profile is held by each teacher in his/her individual classroom and passed on to the next teacher as the child moves to the next class.

As children pass to second 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 Statue 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.

References:

Solas (CPSMA) May-June 2001
Education Act 1998
Education Welfare Act 2000
Date Protection Act 2003
Freedom of Information Act
GDPR 2018
Data Protection Act 2018

Communication of the Data Protection/Record Retention and Access Policy to the school community

- A copy of the Data Protection/Record Retention and Access Policy is made available to school personnel and to the Parents' Association.
- The policy is readily accessible to parents on request.

Policy review

This policy was initially drafted and introduced in 2018. It will be reviewed by the school management team periodically and amended as required.

This Policy was adopted by the Board of Management on 4/6/2019 (date)
Signed: [Signature] (Chairperson of Board of Management)
Signed: [Signature] (Principal)

This policy was reviewed on _____ (date)
Signed: _____ (Chairperson of Board of Management)
Signed: _____ (Principal)

This policy was reviewed on _____ (date)
Signed: _____ (Chairperson of Board of Management)
Signed: _____ (Principal)

This policy was reviewed on _____ (date)
Signed: _____ (Chairperson of Board of Management)
Signed: _____ (Principal)

A.

I request access to any information pertaining to _____ (name)
held by Johnswell National School at this time.

Signed: _____ Parent/Guardian

Date: _____

B.

I confirm that I am over the age of 18 and request access to any information pertaining to myself
held by Johnswell National School at this time. I understand that the school has my date of birth
on file and I give permission for this to be verified.

Signed: _____ Past pupil

Date: _____

Please sign the relevant section above and return to the school. Your request will be dealt with as quickly as possibly.

I authorize the transfer of information pertaining to my child to

_____ (name of agency)

The information to be transferred would include

Personal details ☐

School Report Cards ☐

Psychological Assessments ☐

Screening/Standardised Test Results ☐

Attendance Records ☐

Diagnostic Test Results ☐

Individual Education Plans ☐

Signed: _____

Date: _____

Please sign the above and tick the relevant boxes.