

DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING

DATA
PROTECTION &
RECORD KEEPING

DATA PROTECTION AND RECORD-KEEPING POLICY

INTRODUCTION:

This policy was formulated by Staff and Board of Management of Drom National School. The purpose of the policy is to define the types of records the school requires and to ensure access and confidentiality in the uses of these records.

We want to ensure that the school has effective management procedures in place to allow parents, or former pupils who have reached 18 years of age access to records relating to the progress of the student in his/her education.

RATIONALE:

- This policy was developed to reflect current legislation and to provide for good communication between school and home.
- Teaching is informed by pupil's learning needs and the recording of where a pupil is in relation to his/her learning is a cornerstone of good teaching.
- Education Act Section 9(G) provides that parents (or students of 18 years or upwards) are entitled to have access in the prescribed manner to records kept by the school relating to the progress of the student in her education
- Attendance at school has a bearing on a pupil's attainment levels.

Education (Welfare) Act requires the Principal

1. To communicate to a school, to which a student is transferring, any problems relating to school attendance which the pupil concerned had and any other appropriate matters relating to the pupil's educational progress.
2. To keep a record of the pupil's attendance and the reasons for failure to attend.
3. To inform the Educational Welfare Officer in writing, where a pupil is suspended for a period in excess of 6 days/or where a pupil is absent in excess of 20 school days in a school year/or where in the opinion of the principal the student is not attending regularly.

RELATIONSHIP TO SCHOOL ETHOS:

Drom 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 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. It does not include parent(s) and guardian(s) contact details. Personal Data is held in locked filing cabinets in each individual classroom. Parent(s) / Guardian(s) contact details are held in teacher's school diaries to ensure accessibility to same. A copy of same is held in a locked filing cabinet in the administrative office.

2. Student Records:

Student records are held by the relevant teacher in a locked filing cabinet in the classroom.

Student records may contain:

- Personal details of the student
- Enrolment Application Form
- Consents Form
- Medical sensitive data
- Pupil Profile
- School report cards
- Attendance Records
- Psychological/Clinical/Occupational Therapy/Speech and Language Assessments
- Standardised Test Results
- Diagnostic Tests Reports
- Screening Test such as MIST and NRIT
- Teacher – designed tests. Each class teacher designs his/her own test template
- Data Protection
- Individual Education Plans
- Learning Support/Resource Data such as records of permission/refusal to access LS/RT services in the school
- Portfolios of student work
- Details of behavioral incidents or accidents.

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 held in a locked filing cabinet in the administrative office.

4. Administrative Data

- Attendance Reports, Roll Book, Registers
- Accident Report Book
- Administration of Medicines Indemnity Form
- Policies
- HSE files
- Board of Management files
- Accounts

- Incident Report Book

This data is held in the administrative office which is locked when not in use.

5. Child Protection Records

Child Protection records are held in a locked filing cabinet in the Principal's room and in accordance with the Children First Guidelines 2011.

ACCESS TO RECORDS:

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

- Parents/guardians
- 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 authorization through the same procedures.

A school report is issued to parents / guardians of pupils from Junior Infants to Sixth Class at the end of the school year. A standardised school report form is used.

STORAGE:

Each child's records are kept in accordance with the Records Retention Schedule attached. Standardized tests booklets are shredded after one year but the raw score, STENS and percentiles are kept on record in accordance with the Records Retention Schedule attached.

As children pass to second level their personal records are stored in the school in accordance with the Record Retention Schedule attached. All completed school roll books are stored in the school. Access to these stored files is restricted to authorized personnel only. For computerized 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.

IMPLEMENTATION DATA:

This new policy is effective from September 2014.

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

REVIEW/RATIFICATION/COMMUNICATION:

This policy was ratified on 1st April 2014.

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

It will be reviewed every 3 years and amended if necessary.

Date of next review: September 2017

REFERENCES:

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