Data Protection and Record-Keeping Policy

Introduction:
This policy was formulated by the Board of Management of St. Brigid's Girls National School in consultation with the staff. 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;

  o Education Act 1998, Section 9(g) requiring a school to provide access to records to students over 18/parents
  o Education (Welfare) Act 2000 – Sections 20, 21 and 28 requiring a school to report on school attendance, the transfer of pupils and disclose personal data to prescribed persons or bodies.
  o Education for Persons with Special Educational Needs Act 2004 – Section 14 requiring the school to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers ("SENOS")) such information as the Council may from time to time reasonably request.
  o Health Act 1947 – requiring all reasonable facilities (including facilities for obtaining name and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical/dental inspection.
  o Any other legislation for the time being in force imposing an obligation to report matters to any body or agency requiring such data for the protection of a child or to properly carry out a statutory function.

Relationship to School Ethos:
St. Brigid's Girls 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 her 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 records are stored on E-Chipmonk and are accessible to class teachers, the secretary and the in-school management team. Hard copies of these documents are stored in the pupil portfolios which are kept in secretary's office in a locked filing cabinet.

2.   Student Records:
Student records are held by each class teacher and a master copy is held in a locked press in the Principal's office.

Student records may contain:

- Personal details of the student
- Medical sensitive data
- School report cards
- Psychological/Clinical/Occupational Therapy/Speech and Language Assessments
- Standardised Test Results
- Attendance Records
- Screening Test such as MIST and NRIT
- Data Protection
- Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- 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 e.g. Art
- Details of behavioural incidents or accidents.

These records are also stored electronically on a Primary Online Database(POD) hosted by the Department of Education and Skills. There will be three categories of personal Data stored on the POD.

Category 1 – personal data shared between the school and the Department of Education and Skills.

Category 2 – sensitive personal data shared between the school and the Department of Education and Skills.

Category 3 – personal data, including sensitive data, which is only accessible to the school.

Full details of all aspects of the Department of Education & Skills Primary Online Database (POD)can be found in DES Circular 0017/2014 Fair Processing Notice available at www.education.ie or a hardcopy of circular 0017/2014 is available on request from the school office.

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.

4.   Administrative Data:
- Attendance Reports, Roll Book, Registers
- 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
- Past pupils over 18
- Health Service Executive
- Designated school personnel
- Department of Education & Skills
- TUSLA – Child and Family agency.
- Gardaí in the course of investigating the commission of a crime.
- First and second-level schools (where relevant).

A parental authorisation form must be completed by parents in the event of personal data being transferred to outside agencies such as health professionals. Subject to any legislative provision to the contrary, outside agencies, persons or bodies 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. Telephone requests should be confirmed in writing within two school days. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorisation through the same procedures.

Data in relation to each child's progression is delivered to Parents/Guardians in a standardised school report form, which is issued by post in June each year.

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 school strong room, which is locked at all times.

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 the Principal's office.

Access to these stored files is restricted to authorised personnel only.

Computerised records and systems are password protected.

Success Criteria:

- Compliance with Data Protection 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 22nd January 2015.

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

Review/Ratification/Communication:
This policy was ratified on 22nd January 2015.

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

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

Appendix 1.

Information note for Parents on the Primary Online Database.

Dear Parent/Guardian,

As you may be aware, the Department of Education and Skills is currently developing an individualised database of primary school children, called the Primary Online Database (POD).

Individualised data coverage has already been in place for a number of years at pre-primary, post-primary and third level education, and is an extremely valuable resource in monitoring the progress of all students through the education system, including vulnerable subgroups, developing education policy, forward planning, and underpinning payments and teacher allocations to education institutions. The new system at primary level will allow the Department to identify children leaving the education system early or not making the transfer from primary to post primary level. It also will in time deliver benefits to schools and parents by reducing form filling and allowing records to be transferred between schools automatically as your child moves school.

The Department is now in the process of rolling out and populating POD across all primary schools. This means that schools are now being asked to provide individual details about your child, including your child's PPS number, name, address, date of birth and nationality, into the POD system. A full outline of all of the data requested, the reasons for collecting each piece of data, and how the data will be used, accessed, stored, shared and retained is given in the POD Fair Processing Notice available on the "POD" area of the Department's website www.education.ie or on request from Statistics section. A Frequently Asked Questions document is also available on the website which outlines answers to some of the regular queries from parents we have received to date.

The Department takes the protection of your child's data very seriously. All data on POD is stored on the Revenue Commissioners servers, with the same security protections in place as for Revenue records. Within the Department, only a limited number of Statistics section staff will have access to the individual records. Two optional pieces of information requested about your child, religion and ethnic or cultural background, are considered under Data Protection legislation to be sensitive personal data and require your written consent in order for the data to be transferred to the Department. The current retention policy for POD data is for POD records to be maintained until the pupil reaches the age of 30. This is to allow longitudinal analysis in line with the national and international priorities for lifelong learning, and to allow for pupils to obtain their record from the Department in the future.

A POD helpdesk is in place to answer queries and provide any further information you may require, and is staffed from Monday to Friday 8:30am to 5pm. The helpdesk staff can be contacted by email at pod@education.gov.ie or at 01 8892311.

Best regards,
Diarmuid Reidy, Senior Statistician
Statistics Section
Department of Education & Skills

Appendix 2.

SAINT BRIGID'S GIRLS' NATIONAL SCHOOL

Dear Parents/Guardians,

The Department has developed an electronic individualised database of primary school pupils, called the Primary Online Database (POD). A full outline of all of the data requested, the reasons for collecting each piece of data, and how the data will be used, accessed, stored, shared and retained is given in the POD Fair Processing Notice available on the "POD" area of the Department's website www.education.ie or on request from Statistics section. A Frequently Asked Questions document is also available on the website which outlines answers to some of the regular queries from parents that the Department has received to date. Please refer to Appendix 1 for the full text of the Department's specimen letter to parents/guardians.

The Department has indicated that in the longer term it is proposed that POD will also share data with the Department of Social Protection, the HSE and the NCSE, and other bodies, eliminating the need for many of the current data requests to schools from these bodies, for example in relation to vaccination programmes, child benefit claims, application for special educational needs.

There are three categories of pupil data which will be shared by schools with the Department of Education and Skills. Category 1 information covers data that is required to validate the pupil's identity. This information will be transferred to the PPSN validation service of the Department of Expenditure and Reform or the Department of Social Protection for validation purposes only.

Category 1 information also covers pupil level data which is necessary for policy and planning purposes within the Department of Education and Skills. A full listing of the variables collected along with the purpose for each piece of information can be found in Appendix A of circular 0017/2014 available at www.education.ie or a hardcopy of DES circular 0017/2014 is available on request from the school office.

Category 2 covers sensitive personal data which the Department asks primary schools to furnish, and which requires your written consent for your child's school to record this information and for the school to forward this information to the Department for the purposes as outlined in circular 0017/2014 a copy of which is available at www.education.ie or on request from your child's school. Your consent is also required for this information to be forwarded to any other primary school your child may transfer to during their time in primary school.

Category 3 data is information which is required at school level only and will not be accessible to the Department of Education and Skills. This data will be kept on your child's POD record for the duration of their primary schooling and for two years afterwards.

Please note that the reference to "you" in this consent form means a parent or a guardian of a pupil, or a pupil aged 18 years and over who is attending a recognized primary school.

Yours sincerely,

_____
Mrs Aideen O'Shea
Principal
Date:

Appendix 3.

SAINT BRIGID'S GIRLS' NATIONAL SCHOOL

Palmerstown,
Dublin 20.
Tel: 626 5431
Fax: 626 5253

Pupil:	
Class:	
Teacher:	

Update Details Form
Please provide the following details

1. First Name(s)- as on Birth Certificate:	2. Surname – as on Birth Certificate:
1.	2.

3. Mother's Maiden Surname:	4. Pupil's PPS Number:
3.	4.

5. Pupil's Gender:	6. Date of Birth:
5. Female	6.

7. Address:
7.

8. Nationality:
8.

9. Is English or Irish spoken at home? (Please circle the appropriate answer)
9.(a) English: Yes / No   (b) Irish: Yes / No
9.(c) If you answered "no" to (a) &(b), please name which language(s) are spoken in the home:_____

10. If your child was born outside of Ireland please indicate the year of arrival in Ireland.
10.

Appendix 4. – POD Sensitive Data Consent Form.

SAINT BRIGID'S GIRLS' NATIONAL SCHOOL

Pupil:	Teacher:	Class:

Please indicate which of the following applies to your child. Please tick only one option in each section.

Religion: Please tick only **ONE** of the following:					
Roman Catholic	☐	Church of Ireland	☐	Jewish	☐
Methodist, Wesleyan	☐	Presbyterian	☐	Hindu	☐
Muslim(Islamic)	☐	Orthodox(Greek,Coptic, Russian)	☐	Buddhist	☐
Jehovahs Witness	☐	Apostolic Or Pentecostal	☐	Lutheran	☐
Atheist	☐	Baptist	☐	Agnostic	☐
No Religion	☐	Other Religions	☐	No Consent	☐

Ethnic/Cultural Background: Please tick only **ONE** of the following:			
White Irish	☐	Irish Traveller	☐
Roma	☐	Any other White Background	☐
Black African	☐	Any other Black Background	☐
Chinese	☐	Any other Asian Background	☐
Other (Inc. Mixed Background)	☐	No Consent	☐

I consent for this information to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in Primary school.

Signed:_____ Date:_____