

# **Polasaí um Chosaint Sonraí/Coinneáil Taifid**

## **Data Protection/Record Retention Policy**

### **Réamhraitheas agus Réasúnaíocht**

Is iad foireann agus Bord Bainistíochta Gaelscoil Chluain Meala a chuir an polasaí seo le chéile agus baineann sé leis an bhfoireann agus daltaí ar fad, maraon le pairtnéirí eile lena ndéanann an scoil gnó.

Aithníonn agus glacann an scoil a chuid freagrachtaí maidir leis na rudaí a leanas:

- An tAcht um chosaint Sonraí 1998 agus An tAcht um Chosaint Sonraí (Leasú) 2003
- An tAcht Oideachais 1998, alt 9 (g), a chuireann scoil faoi dhualgas taifead a chur ar fáil do thuismitheoirí agus do iardhaltaí ós cionn 8 mbliana déag d'aois.
- An tAcht Oideachais 1998, alt 22.2 (b), a chuireann dualgas ar scoil measúnú rialta a dhéanamh ar dhaltaí agus na torthaí sin a chuir ar fáil do dhaltaí agus dá thuismitheoirí go tréimhsiúil.
- An tAcht Oideachais (Leas) 2000, a chuireann dualgas ar scoileanna tinreamh scoile agus aistriú dhaltaí a thuaraisciú.

Déanfaidh Gaelscoil Chluain Meala (an scoil) mar Rialaitheori Sonraí, gach iarracht réasúnach a fhreagrachtaí a chomhlíonadh, agus deachlachtas i láimhseáil agus úsáid eolais pearsanta a chur chun cinn.

Go háirithe, cloífidh an scoil leis na prionsabail Cosaint Sonraí mar atá leagtha síos sna hAchtanna Cosaint Sonraí. Sonraíonn na prionsabail seo go mbeidh sonraí:

- Próisithe go cothrom agus go dleathach
- Próisithe d'fheidhmeanna teoranta

### **Introduction and Rationale**

This policy was formulated by the staff and Board of Management of Gaelscoil Chluain Meala and applies to all staff and pupils as well as other partners with whom the school has business.

The school recognises and accepts its responsibility as set out in the following:

- Data Protection Act 1998 and Data Protection (Amendment) Act 2003.
- Education Act 1998, section 9 (g), requiring a school to provide access to records to parents and to past pupils over 18.

- Education Act 1998, section 22.2 (b), requiring a school to regularly evaluate students and periodically report the results of the evaluation to the students and their parents.
- Education Welfare Act 2000, requiring a school to report school attendance and transfer of pupils.

Gaelscoil Chluain Meala (the school) as Data Controller will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. In particular, the school will comply with the Data Protection Principles as set out in the Data Protection Acts. These principles state that data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Úsáidte agus nochtaithe i mbealaigh atá comhoiriúnach leis na feidhmeanna seo.
- Leormhaith, ábhartha, gan bheith iomarcach
- Beacht agus suas chun dáta nuair is ga • Gan bheith coinnithe níos faide ná mar is gá
- Próisithe de réir chearta an ábhair sonraí
- Coinnithe go daingean agus faoi ghlas

Caithfidh an rialaitheoir sonraí, cóip de shonraí pearsanta dhuine a thabhairt dó/di má lorgaíonn sé/sí é.

### **Gaol le Spioraid saineúil na scoile.**

Aithníonn Gaelscoil Chluain Meala cearta chun príobháideachta phobail na scoile ar fad.

### **Aidhmeanna an Pholasáí**

- Cinntiú go bhfuil an scoil ag cloí lena dhualgaisí dleathach
- Chun cearta agus príobháideacht daoine atá mar ábhair sonraithe a thagann isteach sa scoil a chosaint. (Pearsanta. Daltaí, riaracháin, Bord Bainistíochta)
- Chun na saghasanna tuairiscí a choinnítear, agus na módhanna imeachta a bhaineann len iad a chuir ar fáil do ghrúpaí ábhartha, tuismitheoirí agus iardhaltaí ós cionn 8 mbliana déag d'aois san áireamh, a shoiléiriú

### **Forbhreathnú an Pholasáí**

Feidhmíonn an Príomhoide mar Rialaitheoir Sonraí agus déanann sé/sí maoirsiú ar conas a cuirtear an tAcht Cosaint Sonraí i bhfeidhm sa scoil.

Tagann na sonraí faoi chúram an Phríomhoide faoi na teidil a leanas:

#### **1. Sonraí Pearsanta Íogair**

- Creideamh
- Teastaisí míochaine foirne agus comhfhreagras ó ghrúpa Medmark
- Teastas míochaine dhalta

- Used and disclosed only in ways compatible with these purposes
- Adequate, relevant and not excessive.
- Accurate and, where necessary, kept up to date.
- Kept no longer than necessary.
- Processed in accordance with data subjects rights.
- Kept in a safe and secure place

The data controller must give a copy of his/her personal data to an individual on request

### **Relationship to the characteristic spirit of the school**

Gaelscoil Chluain Meala respects the rights of privacy of all those in the whole school community.

### **Aims of the Policy**

- To ensure that the school complies with its legislative obligation.
- To protect the rights and privacy of all those who are the subjects of data that comes into the possession of the school. (Personal. Pupil, Administrative, Board of Management)
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies, including parents and pupils over 18.

### **Overview of Policy**

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. Sensitive Personal Data**

- Religious Belief
- Staff medical certificates and correspondence from Medmark group.
- Pupil medical certificate
- Sonraí a bhaineann le Cosaint leanaí

#### **2. Sonraí Pearsanta**

##### **Sonraí Rollacháin**

Baineann na sonraí seo le sonraí pearsanta na daltaí ar nós ainm, seoladh, dáta breithe, inscne, eolas cothaithe, PPSN

##### **Sonraí Foirne**

M.sh. ainmneacha, seoltaí, sonraí teagmhála, uimhir párolla, CV, tuairiscí tinrimh agus cóipeanna de chonraí oibre

##### **Sonraí**

#### **Thuismitheora/Chaomhnóra**

M.sh. Sonraí ar fhoirm clárúcháin dhalta agus íocaíochta déanta leis an scoil

- **Eile**

M.sh. CVs seolta ag daoine ag lorg taithí oibre/ionadaíocht srl coinnithe sa chód

### **3. Taifead na Daltaí**

- Torthaí scrúdaithe deartha ag múinteoirí
- Torthaí scrúdaithe caighdeánacha
- Cóip de POA (Plean Oideachais Aonair do dhaltaí le riachtanais speisialta oideachais)
- Plean Iompair agus Pleananna tacaíochta ranga (nuair is gá)
- Tuairiscí rúnda
- Comhfhreagras ó thuismitheoirí
- Cóipeanna de Ordú Cúirte maidir le rochtain
- Tuairisc dheireadh na bliana
- Faomhadh acmhainní ón NCSE
- Taifead de mhí-iompar tútach uafásach
- Taifead de chruinnithe idir thuismitheoirí agus an Príomhoide
- Foirmeacha indeimnithe leighis
- Litreacha aistriúcháin
- Cóipeanna de chomhfhreagras a seoladh ag gníomhaireachtaí seachtracha

- Data relating to child protection

## **2. Personal Data**

- **Enrolment Data**

This data relates to personal details of the students such as name, address, date of birth, gender, dietary information, PPSN.

- **Staff data**

This includes names, addresses, PPSN, contact details, payroll number, CVs, attendance records and copies of employment contracts.

- **Parent/Guardian Data**

This includes details listed on a pupil's enrolment form and payments made to the school.

- **Other**

This includes CVs on file, submitted by persons applying for work experience/ substitute work.

## **3. Pupil Records**

- Results of teacher designed tests,
- Standardised tests results,
- Copy of IEP (Individual Education Plan for pupils with Special Education Needs)
- Behaviour plan and classroom support plans (where necessary)
- Confidential reports

- Correspondence from parents
- Copy of court orders re access
- Copy of end of year report
- Approval of resources from NCSE
- Records of breaches of serious or gross misbehaviour
- Records of meetings between Principal and parents
- Administration of medicine indemnity form
- Letters of transfer
- Copies of correspondence that have been sent to external agencies.

#### **4. Sonraí Riaracháin**

- Leabhar tuairisc eachtraí
- Dialainn tuairisc clóis (taifead d'eachtraí sa chlós)
- Leabhair rollaí, tinrimh agus clárleabhair
- Leabhar sínithe amach do dhaltáí

#### **5. An Bord Bainistíochta**

- Claraíonn filteán miontuairiscí cruinnithe Boird cinntí an Bhoird agus é i mbun a dhualgas reachtúil. I measc páipéarachas san fhilleán tá (i) comhfhreagras neamhrialta faighte agus pléite ag an mBord, (ii) cóipeanna de thuairiscí airgeadais curtha os comhair an Bhoird, (iii) cóipeanna de thuairiscí an Phríomhoide curtha faoi bhráid an Bhoird agus (iv) aon cháipéisí eile a mhothaíonn an Bord, atá oiriúnach le bheith curtha san fhilleán.
- Gearáin curtha faoi bhráid an Bhoird agus aon comhfhreagras a bhaineann leis
- Sonraí Párolla
- Sonraí Airgeadais

#### **Nochtadh taifid**

Is féidir gnéithe de na sonraí thuas a nochtadh do na daoine a leanas, nuair a bhíonn sé ábhartha agus oiriúnach, le cead an Rialathóra Sonraí:

- Tuismitheoirí/Caomhnóirí, iardhaltaí os cionn 8 mbliana déag d'aois
- Foireann scoile
- Gníomhaireachtaí seachtracha ar nós an ROE, HSE, (NCSE srl san áireamh)
- Scoileanna eile ag a bhfuil páistí ag aistriú chucu

Lorgófar cead ó thuistí sula scaoiltear aon eolas le gníomhaireachtaí seachtracha

Caithfidh gníomhaireachtaí seachtracha nochtadh sonraí a lorg i scríbhinn. Caithfidh

#### **4. Administrative Data**

- Incident Report Book
- Yard diaries (record of incidents on the yard)
- Roll books and registers
- Sign out book for pupils

#### **5. Board of Management**

- The minutes folder of The Board of Management records the decisions reached by the Board in the discharge of its statutory duty. The minute folder also includes (i) correspondence of a non routine nature received and discussed by The Board, (ii) copies of the Financial reports presented to the Board, (iii) copies of the Principal's reports presented to the Board and (iv) any other documentation that the Board, in its absolute discretion, deems appropriate to be included in the minute folder.
- Complaints presented to the Board and all subsequent correspondence
- Payroll data
- Financial data

#### **Disclosure of records**

Elements of the data listed above may be disclosed, where relevant and appropriate, with the consent of the data controller to the following :

- Parents/guardians, past pupils over 18.
- School staff
- Outside agencies such as the DES, HSE (these include the NCSE)
- Other schools to which pupils are transferring.

Parental authorisation will be sought in advance of release of data to outside agencies.

Outside agencies requesting disclosure of data

tuismitheoirí/caomhnóirí iarratais a dhéanamh chuig an Riarathóir sonraí i scríbhinn chomh maith.

#### **Ag tabhairt freagra d'iarratais**

Tabharfaidh an Riarathóir Sonraí freagra d'iarratais taobh istigh de 40 lá den iarratas.

#### **Treoirínte ar Am coinneála do Shonraí**

Coinneofar sonraí fad is atá daltaí ag freastal ar an scoil/ ball foirne fostaithe sa scoil agus ar feadh tréimhse breise idir 1 agus 8 mbliana. I gcásanna áirithe, d'fhéadfaí roinnt sonraí a choinneáil níos faide ná seo.

#### **Sonraí Pearsanta agus taifead ar dhaltáí**

Coinneofar na rudaí a leanas ar feadh ocht mbliana tar éis do pháiste an scoil a fhágáil:

- Cártaí tuairisce chruinnithe tuistí/múinteoirí
- Tuairiscí scoile deireadh na bliana, gach bliain
- Torthaí scrúdaithe caighdeánacha ó ghach bliain sa scoil
- Cóipeanna de na tuairiscí proifisiúnta is déanaí ó ghníomhaireachtaí seachtracha
- Cóipeanna de Phleananna oideachais aonair
- Tuairiscí coinnithe ag an bPríomhoide maidir le Cosaint Leanáí/ Leas Leanáí a choinneofar ar feadh am éiginte

### **Am Coinneála do shonraí riaracháin**

- Coinneofar na dialainn clóis, leabhar eachtra agus leatháin taifid ar feadh 8 mbliana
- Coinneofar taifead foirne ar feadh bliain nuair a imíonn siad agus ansin déanfar stialladh orthu
- Coinneofar taifead maidir le leas foirne ar feadh 8 mbliana
- Coinneofar taifead maidir le fostaithe an Bhoird Bainistíochta ar feadh 8 mbliana
- Déanfar stialladh ar iarratais/Cvs curtha faoi bhráid na scoile ag lorg taithí oibre ag deireadh na bliana atá i gceist

must do so in writing. Parents/Guardians must also make such a request in writing to the Data Controller.

### **Responding to Requests**

The data controller will respond to requests within 40 days of receipt of same.

### **Guidelines on Retention time for Data**

All data will be retained for the duration of a pupil's enrolment / staff employment and for an additional period of between 1 and 8 years. In certain circumstances some data may be retained indefinitely.

### **Personal Data and Pupil records**

The following will be kept for 8 years after the pupil leaves the school:

- End of year report from each year in school
- Standardised test results from each year in school
- Copy of most recent professional reports from outside agencies
- Copies of Individual Education Plans
- Records held by the principal in relation to child protection/child welfare will be held indefinitely

### **Retention time for Administrative Data**

- Yard book, Incident Report Book and record sheets of fire drills will be kept for 8 years

- Staff records will be retained for 1 year following their departure and then will be shredded
- Records in relation to staff welfare will be held for 8 years
- Records for employees of the Board of Management will be retained for 8 years
- Applications/CVS submitted for work experience will be shredded at end of current year
- Coinneofar taifead airgeadais (oifige) ar feadh 8 mbliana
- Déanfar stialladh ar an leabhar síniú isteach/amach foirne agus do dhaltáí ag tús an chéad bhliain eile
- Caithfear leabhair rollaí a choinneáil go deo.

### **Am Coinneála do shonraí an Bhoird Bainistíochta**

- Coinneofar fillteán miontuairiscí na gcruinnithe Boird go deo.

### **Stóráil**

Caithfear aon sonraí atá le stóráil ar feadh 8 mbliana a choinneáil i suíomh daingean agus níl ach pearsanra ainmnithe ceadaithe in ann teacht orthu. Tá cód aon tarraiceán a chuirtear faoi ghlas faoi bord an mhúinteora sna seomraí ranga.

Tá pasfhocal agus ball dóiteáin ar ríomhairí chun sonraí stóráilte orthu a chosaint. Aithrítear na pasfhocail go rialta.

### **Dáta cur i bhfeidhm**

Tá an polasaí seo i bhfeidhm ó Feabhra 2017 tar éis don Bhord Bainistíochta é a dhaingniú.

Bogfar aon sonraí atá le bheith stóráilte go fadtréimhseach go suíomh daingean. As sin amach, scríosfar aon sonraí atá stóráilte os cionn 8 mbliana, agus cuirfear aon sonraí ábhartha fadtréimhseacha ón scoil bhliain roimhe i stórais.

Faomhadh ag an mBord Bainistíochta

Seán Ó Ciardha  
Cathaoirleach

**Dáta: 31-1-2017**

- Financial records (office) will be kept for 8 years



- Sign out book for pupils will be shredded at the beginning of the following year
- Roll books will be kept forever

### **Retention time for Board of Management Data**

The minute book of the Board of Management meetings will be held indefinitely.

### **Storage**

Data that is to be stored for 8 eight years will be stored in a secure location and will be accessible by designated personnel only.

Each teacher has a locked one drawer filing cabinet under their desk in their classroom.

Data stored on computers is password and firewall protected.

### **Implementation Date**

This new policy is effective from February 2017 following ratification by the Board of Management.

All data that is designated for long term storage will be transferred to a secure location. Thereafter, at the commencement of each new school year, data that is in excess of 8 years, will be destroyed and the relevant long term storage data from the previous school year will be placed in storage.