



**Lucan Educate Together National School, Mount Bellew Way, Lucan, Co. Dublin**

### **Data Protection and Record-Keeping Policy**

#### **Introduction**

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 9g requiring a school to provide access to records to students over 18/parents);
  - o Education Welfare Act 2000 – (requiring a school to report school attendance and transfer of pupils);
  - o Data Protection Act 2003;
  - o Freedom of Information Act 1997.

#### **Relationship to School Ethos**

Lucan Educate Together 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 or 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 parent's names. These are kept in the principal's office, secretary's office and class teacher's room.

2. Student Records: Student records are held by each class teacher and a master copy is held in the secretary'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 such as the Sigma-T Primary Reading Test-Revised (DPRT-R) and the Sigma-T Primary Mathematics Test-Revised (DPMTR).
- Attendance Records • Screening Tests such as the Middle Infant Screening Test (MIST), Non Reading Intelligence Test (NRIT), Dyslexia Screening Tests etc.
- Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- Individual Education Plans (IEP) and Individual Profile and Learning Programmes (IPLP)
- Learning Support/Resource Data such as referrals for learning support/records of permission/refusal to access LS/RT services in the school etc.
- Portfolios of student work e.g. Art
- Details of behavioural 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.

4. Administrative Data:

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

- Accounts

#### 5. Volunteer Information:

- Garda Vetting Forms
- Contact information as given to LETNS by volunteers

#### **Access to Records**

The following will have access, where relevant and appropriate, to the data listed above upon written request according to guidelines attached:

- Parents/guardians – see section 5, pages 152-155, from the CPMSA Handbook 2012 outlining details of access  
[http://education.dublindiocese.ie/wpcontent/uploads/2012/02/CPSMA\\_Handbook\\_2012.pdf](http://education.dublindiocese.ie/wpcontent/uploads/2012/02/CPSMA_Handbook_2012.pdf)
  - Designated school personnel
  - Past pupils over 18 years of age including those outside agencies
  - Health Service Executive
  - National Educational Psychological Service (NEPS)
  - National Education Welfare Board/ Túsla Child and Family Agency
  - 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 in person, by phone, email or in writing. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorisation through the same procedures. A standardised school report form is used which is issued by post in June.

#### **Storage**

All records are retained in archive until the pupil has reached the age of 24 years, or subject to Department of Education and Skills (DES) guidelines, as they may arise from time to time. These records are stored in multiple locations within the school. Records of past pupils who have reached the age of 24 are shredded.

- 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.
- 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.

- Computerised records - systems are password protected. Computerised records are kept on the server and backed up in a secondary location.

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

Review This policy will be reviewed and if necessary, amended annually, or as deemed necessary by the Board of Management or on the implementation of new or revised legislation.

### **Communication**

The policy will be available in the school office for parents to look at and on our school website. Other forms available on request relating to this policy are: Data Access Request Form, Personal Data Rectification Erasure Form, LETNS Purpose of Primary School Data Collection Document, and Personal Data Security Breach Code of Practice Form.

### **Ratification of Policy**

This policy has been drawn up in consultation with the principal, teaching staff, parents and BOM of LETNS. This policy was adopted by the Board of Management on April 2017

Signed: Tina Stallard

Date: April 2017