

# **Scoil Íosagáin**

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

# **Data Protection/Record Retention Policy**

## **Introduction**

This policy was formulated by Staff and Board of Management of Scoil Iosagain. 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 our school complies with legislation such as;
  - Education Act, Section 9g requiring a school to provide access to records to students over 18/parents
  - Education Welfare Act - requiring a school to report school attendance and transfer of pupils
  - Data Protection Acts 1998-2003.

## **Relationship to School Ethos**

Scoil Iosagain 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 may consist of personal details of the students such as name, address, date of birth, gender, ethnic origin, nationality, religious belief, medical details, dietary information, PPSN, telephone and mobile contact details. It does not include parents and guardians details. These are kept in the Administration Office in hard copy format and on computer by the school.

**Note:**

- The school cannot request a PPSN number for the purpose of expressions of interest in enrolment of pupils i.e. at pre-enrolment stage
- The school can request a PPSN number for actual enrolment purposes itself
- All SEN applications must be accompanied by the personal details of a pupil, including the PPSN number.

**Student Records**

Student records are held by each class teacher and/or SEN teacher and a master copy is held in the administration office and/or Learning Support Classroom.

Student records may contain:

- School enrolment form which includes personal details of the student
- School report cards
- Psychological Assessments (if any)
- Assessment results carried out by professionals to assist teaching and learning (e.g. results of psychiatric reports, occupational therapy reports; speech and language assessments; etc...)
- Standardised Test Results
- Attendance Records
- Screening Tests such as MIST, NRIT, Quest, Dyslexia Screening Tests etc...
- Data Protection
- Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- Individual Education Plans, Individual Pupil Learning Plans and records of meetings with stakeholders regarding the plans.
- Learning Support/Resource Data such as records of refusals to allow children access to LS/RT services in the school
- Records of students who have been granted exemption from the study of Irish.
- Portfolios of student work e.g. Projects/Art/Work samples/achievements on diagnostic tests.

**Administrative Data**

- Attendance Reports, Roll Book, Registers, Class files, Pupil Profile files, Enrolment applications, baptismal certificate copy (where applicable) birth certificate copy
- Correspondence between parents and teachers where relevant
- Accident Report Book detailing injury and treatment applied.
- Administration of Medicines indemnity forms
- Individual Healthcare Plans
- Records kept in line with Children's First Procedures (Child Protection)

**Access to Records**

The following will have access where relevant and appropriate to the data listed above where pupils are identified by name:

- Parents/Guardians
- Past Pupils over 18
- Health Service Executive staff
- National Educational Psychological Service
- National Educational Welfare Board
- Occupational Therapists or Speech Therapists working with pupils

- Designated School Personnel
- Department of Education and Science (where necessary)
- First and Second level schools (where relevant).

**Storage**

Records are kept for a minimum of 7 years. Standardised tests booklets are shredded after 4 years but the raw score, stens and percentiles are kept on record until past pupils reach adulthood (21 years of age).

- 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 and registers are stored in a store room near infant classroom. Access to these stored files is restricted to authorised personnel only. For computerised records, systems are password protected.

**Success Criteria**

- Compliance with Data Protection Acts 1998-2003
- Compliance with Statue of Limitations Act 1957-2000
- 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.

**Implementation Data**

This new policy is effective from \_\_\_\_\_. All records held from before that date will continue to be maintained in the school attic.

**Ratification:**

This policy was ratified by the Board of Management on \_\_\_\_\_.

Signed *J. Cunningham*  
**Chairperson, Board of Management**

Date: *2-12-2013*

Signed *Alma Quinn*  
**Principal**

Date: *2-12-13*

**References:**

- Education Act 1998
- Education Welfare Act 2000
- Date Protection Act 2003
- Freedom of Information Act 1997