

ST FINBARR'S BOYS' NATIONAL
SCHOOL

DATA PROTECTION AND
RECORD KEEPING
POLICY

INTRODUCTION

This Policy was recently formulated by Staff and Board of Management of St Finbarr's Boys' National School. 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 stakeholders.

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:
 - Education Act Section 9G requiring a school to provide access to records to students over 18 and/or parents
 - Education Welfare Act – requiring a school to report school attendance and transfer of pupils

RELATIONSHIP TO SCHOOL ETHOS

St Finbarr's Boys' 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 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 at 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 school comes under the following headings:

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 includes parents and guardians details. These are kept in the School Office.

STUDENT RECORDS

Student records are held in the student files. Student records contain:

- Personal details of the student
- School Report Cards
- Psychological Assessments (if any)
- Standardised Test Results
- Attendance Records
- Screening Test such as MIST and NRIT
- Teacher designed tests. Each class teacher designs his/her own test template and these are kept by the teacher
- Diagnostic Tests Reports
- Individual Education Plans are kept by the teacher
- Learning Support/Resource Data such as records of refusals to allow children access to LS/RT services in the school (kept by the Learning Support/Resource Teacher)
- Portfolios of student work (e.g. Art) kept by teacher

STAFF DATA

Name, address, date of birth, contact details, payroll number, pension details, attendance records, qualifications, school records, etc are filed in the school office.

ADMINISTRATIVE DATA

- Attendance Reports, Roll book, Register
- Accident Report Book
- Administration of Medicines Indemnity form

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 and Science
- 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 7 days notice. Parents/guardians can make such a request either by phone or in writing. Records will be provided within 30 days of written application. Permission to use data will be sought. Parents sign a consent for regular items, including HSE, etc.

A standardised school report form is issued by post in mid June.

STORAGE

Records are kept until the pupil reaches the age of 21. Standardized tests booklets are shredded after one year but the raw score sTens and percentiles are kept on record until past pupils reach adulthood.

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 locked store for a period of time – until the pupil is aged 21. All completed school roll books are stored in the school office. Access to these stored files is restricted to authorised personnel only. For computerised 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 DATE

This new policy is effective from 2014. All records held from before that date will continue to be maintained in the school office.

REVIEW/RATIFICATION/COMMUNICATION

This policy was ratified and communicated in the 2013/2014 school year. It will be reviewed at the end of the 2016/2017 school year and amended if necessary.

Signed: _____

Date: _____

Seán Kelly

Chairman, Board of Management