

Polasaí Chosaint Sonraí

Gaelscoil na gCeithre Maol

Réamhrá

Cuireann Gaelscoil na gCeithre Maol oscailteacht agus comhoibriú chun cinn idir an fhoireann, na tuismitheoirí agus na daltaí ar bhealach chun timpeallacht slán a chur ar fáil inar féidir le páiste forbairt agus barr a chumais a bhaint amach. Is fusa é seo a bhaint amach má tá oscailteacht, trédhearcacht agus comhoibriú ann idir an fhoireann, na tuismitheoirí, na daltaí agus páirtithe leasmhara eile.

Cheap Foireann agus Bord Bainistíochta Gaelscoil na gCeithre Maol an beartas d'fhonn na taifid is gá a choimeád a shainnithint agus d'fhonn rúndacht agus nósanna imeachta soláimhsithe a chinntiú. Baineann na nósanna imeachta leis an rochtain a bhíonn ag tuismitheoirí, daltaí agus páirtithe leasmhara ar dhoiciméid den chineál sin agus le stóráil shábháilte na sonraí.

Cuirfear an polasaí chuig cuntasóirí na scoile Upper Third & Churchfield Payroll Services chun a chinntiú go bhfuil a gcleachtas ag teacht leis an bpolasaí. Cuirfear cóip den polasaí chuig an Patrún, an Foras Patrúnachta freisin.

Dá mba rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúchán.

Réasúnaíocht

- Riachtanas is ea beartas um chosaint sonraí agus choimeád taifead chun a chinntiú go bhfuil nósanna imeachta oiriúnacha curtha i bhfeidhm ag an scoil maidir le freagracht agus trédhearcacht;
- Is nós maith é taifead a choimeád ar dhul chun cinn dalta ar mhaithe le riachtanais fhoghlama a shainnithint;
- Caithfear beartas a chur i bhfeidhm chun a chinntiú go gcomhlíonann Gaelscoil na gCeithre Maol an reachtaíocht chomh maith le h-impléachta na roinne, mar shampla;
 - o An tAcht Oideachais, Alt 9(g) a éilíonn go dtabharfaidh scoil rochtain ar thaifid do dhaltaí thar 18 mbliana d'aois agus a dtuismitheoirí;
 - o An tAcht Oideachais (Leas) 2000 - lena n-áirítear forálacha a éilíonn go gcuirfidh scoil tuairisciú ar fáil maidir le tinreamh, le haistriú daltaí go scoileanna eile agus le cumarsáid leis an Oifigeach Leasa Oideachais;
 - o An tAcht um Chosaint Sonraí 1998 agus an tAcht um Chosaint Sonraí (Leasú) 2003;
 - o Imlitir 0056/2011 - maidir le cur i bhfeidhm Straitéis Litearthachta agus Uimhearthachta Náisiúnta a bhaineann le Measúnú;
 - o Imlitir 0024/2013 - maidir le córas na n-éileamh ar líne i mbunscoileanna aitheanta.
 - o Imlitir 0025/2015 - Príomhbhunachar Sonraí ar Líne
 - o (RCGS) Cosaint Sonraí 25ú Bealtaine 2018

Aidhmeanna & Cuspóirí

- Tuiscint a shoiléiriú - i gcomhairle leis an bhfoireann, leis na tuismitheoirí agus leis an mbainistíocht - ar na cineálacha taifead dalta a choimeádtar agus conas is féidir na taifid seo a chur ar fáil.

- Chun a chinntiú go gcomhlíonann Gaelscoil na gCeithre Maol na riachtanais reachtaíochta maidir le teidlíochtaí na ndaltaí, na foirne agus bhaill eile chomhphobal na scoile ar chosaint sonraí.
- Taifid chuí maidir le dul chun cinn oideachasúil na ndaltaí a chur ar bun, rud a fhágann go mbeidh tuismitheoirí agus na baill foirne ábalta cuidiú le foghlaim an pháiste ar bhealach fiúntach agus éifeachtach; agus a chinntiú go mbainfidh daltaí leas as múinteoireacht bhreise chuí agus as tacaíocht airgeadais.
- Tuairiscí ar dhul chun cinn oideachasúil an pháiste a thabhairt do na tuismitheoirí ar bhealach bríoch.
- Treoirlínte follasacha a bhunú ar conas na taifid sin a chur ar fáil do thuismitheoirí, do pháirtithe leasmhara agus d'iardhaltaí (os cionn 18 mbliana d'aois).
- Coinníollacha a leagan amach maidir leis an achar ama a gcoimeádfar na taifid agus na tuairiscí agus an modh ina gcoimeádfar iad.

Na hOcht Riail Cosanta Sonraí

1. Bailigh agus próiseáil na sonraí go cóir, cothrom.
2. Ná coimeád na sonraí ach amháin le haghaidh críche sonraithe, sainráite agus dleatháil amháin nó níos mó.
3. Ná húsáid agus ná nocht na sonraí in aon slí a bheidh neamhréir leis na críocha sin.
4. Coinnigh slán sábháilte an t-eolas agus na sonraí.
5. Bíodh na sonraí beacht, comhlán agus suas chun dáta.
6. Déan cinnte de go bhfuil na sonraí leordhóthanach, ábhartha gan a bheith iomarcach.
7. Ná coimeád na sonraí níos faide ná mar is gá.
8. Tabhair cóip de shonraí pearsanta an duine aonair dó/di má iarrann sé/sí sin.

Scóip

Sonraí: Ciallaíonn sin faisnéis i bhfoirm inar féidir í a phróiseáil. Áirítear ann sonraí uathoibrithe (faisnéis ar ríomhaire nó faisnéis a taifeadh chun í a chur ar ríomhaire ar ball) agus lámhshonraí (faisnéis a choimeádtar mar chuid de chóras comhaid ábhartha nó le hintinn a bheith ina chuid de chóras comhaid ábhartha).

Córas Comhaid Ábhartha: Ciallaíonn sé seo aon tacar d'fhaisnéis, bíodh is nach bhfuil sé ríomhairithe, atá struchtúrtha trí thagairt do dhaoine aonair, nó trí thagairt do chritéir i dtaobh daoine aonair, i dtreo is gur furasta rochtain ar fhaisnéis shonrach i dtaobh daoine aonair ar leith.

Sonraí Pearsanta: Ciallaíonn sé seo sonraí a bhaineann le duine aonair gur féidir é/í a aithint ó na sonraí nó ó na sonraí i dteannta faisnéise eile atá i seilbh an Oifigigh Cosanta Sonraí.

Treoirlínte

Is é an Bord Rialaitheoir Cosaint Sonraí.

(i) Sonraí Pearsanta:

Baineann na sonraí sin le sonraí pearsanta na ndaltaí, mar shampla, ainm, seoladh, dáta breithe, inscne, náisiúntacht, bunadh eitneach (roghnach), creideamh (roghnach), sonraí leighis, eolas ar réim bia, UPSP, sonraí teagmhála agus ainmneacha na dtuismitheoirí. Ní bheidh rochtain ar fhaisnéis príobháideach nó pearsanta ach amháin nuair is gá agus leanfar na treoirlínte GDPR ábhartha go léir. Tuilleadh eolais ar fáil ag: <https://www.dataprotection.ie/>

- Tá taifead leighis coiméadta i bhfillteán le cead Dáilte Leighis, i gcaibinéid faoi ghlas ag an té atá i gceannas ar Shlándaíl agus Sábháilteacht.
- Tá tuairiscí /measúnaithe coiméadaithe i gcaibinéid comhad faoi ghlas in Oifig an chomhordaitheoir Oideachais Speisialta.
- Tá taifid faoi iar-scoláirí coméadta sa Chartlann, a bhíonn i gcónaí faoi ghlas.

Coimeádtar na taifid sin i bhfoirm páipéir i gcófra faoi ghlas in oifig an rúnaí, i bhfoirm leictreonach ar ríomhaire scoile atá faoi chosaint ag pasfhocal agus ar bunachar sonraí/scarbhileoga scoile, lena n-áirítear Aladdin. Tá fáil ag an bPríomhoide, ag an Rúnaí agus ag an gCathaoirleach orthu más gá.

(ii) Taifid na nDaltaí

Coimeádann gach múinteoir ranga taifid na ndaltaí i gcaibinéad faoi ghlas. Úsáidtear córas leictreonach Aladdin sa scoil i láthair na huair. Tá bunchóip doiciméad siceolaíochta/cliniciúil/OT/S&L á gcoimeád i seomra an Comhordaitheora Oideachas Speisialta. Chomh maith leis sin, baintear úsáid as bunachar sonraí scoile ríomhairithe.

(iii) Sonraí Ball Foirne:

Baineann na sonraí seo le heolas pearsanta agus gairmiúil na mball foirne, mar shampla, ainm, seoladh, dáta breithe, sonraí teagmhála, uimhir phárolla, taifid tinrimh, cáilíochtaí, taifid scoile, saoire bhreiteachta, Teastais ón gComhairle Múinteoireachta, Teastais Ghrinnfhiosrúcháin, Forbairt Ghairmiúil Leanúnach, CVanna, tuairisceáin scoile, ranganna a múineadh agus sinsearachta.

Coimeádtar na taifid seo i gcófra faoi ghlas in oifig an Príomhoide agus tá fáil ag an gCathaoirleach, ag an bPríomhoide & an leas príomhoide orthu. Tá fáil ar eolas bunúsach in oifig an rúnaí agus tá fáil ar an t-eolas seo ag an rúnaí, ag an bPríomhoide, Leas Príomhoide agus ag an gCathaoirleach.

(iv) Sonraí

Riaracháin: Is éard atá sna sonraí seo:

- Foirne Slánaíochta um Dháileadh Leighis
- Polasaithe
- Comhaid FSS, Tusla, Gardaí, Aladdin, Roinn Oideachas,
- Cuntais
- Tuairiscí Tinrimh

Coimeádtar cuid de na taifid seo i bhfoirm páipéir in oifig an bPríomhoide. Coimeádtar cuid dóibh i bhfoirm leictreonach ar bhunachar sonraí na scoile– is é sin Aladdin i láthair na huair.

(v) Comhaid an Bhoird Bhainistíochta:

Comhaid an Bhoird Bhainistíochta lena n-áirítear na sonraí seo a leanas de ghnáth:

- ainmneacha agus sonraí teagmhála gach ball den Bhord
- sonraí cheapacháin an Bhoird;
- cuntais scoile, íocaíochtaí deontais, íocaíochtaí síntiús scoile srl.
- Miontuairiscí chruinnithe an Bhoird
- Comhfhreagras don Bhord ina bhféadfaidh tagairtí do dhaoine aonair a bheith san áireamh

Bíonn líon taifead coiméadta in oifig an rúnaí. Coimeádann an Príomhoide na taifid i bhfoirm páipéir agus tá siad ar fáil i bhfoirm leictreonach ar ríomhaire an Phríomhoide, agus tá fáil ag an gCathaoirleach, an an Leas príomhoide agus ag an gCisteoir más gá, orthu.

(vi) Polasaí Ghrinnfhiosrúchán na nGardaí

Mar chuid de pholasaí Ghrinnfhiosrúchán na nGardaí, déantar grinnfhiosrúchán ar thuistí/dhaoine, a mbeadh teagmháil acu le páistí scoile agus iad ag tacú leis an scoil i róil éagsúla, trí Phátrún na scoile. Tá an t-eolas a bhailítear príobháideach agus rúnda agus is an príomhoide agus duine ainmnithe ón mBord Bainistíochta (an Cathaoirleach) a fheiceann an teolas a thagann ar ais ó Phátrún na scoile. Scriosfar an fhaisnéis seo.

Fáil ar thaifid

Beidh fáil ag na grúpaí seo a leanas ar na sonraí leagtha amach thuas i gcás inarb ábhartha agus iomchuí;

- Tuismitheoirí/caomhnóirí
- Iardhaltaí os cionn 18 mbliana d'aois
- Feidhmeannacht na Seirbhíse Sláinte (FSS)/áisíneacht sheachtrach
- Pearsanra scoile thuasainmnithe
- Roinn Oideachais
- Bunscoileanna agus scoileanna dara leibhéal (i gcás inarb iomchuí)

Caithfidh tuismitheoirí cead a thabhairt i bhfoirm scríbhinn nó trí ríomhphost a sheoladh sa chás go n-aistrítear sonraí go gníomhairí lasmuigh, mar shampla, gairmithe sláinte etc. Más mian le gníomhairí lasmuigh fáil ar thaifid a iarraidh, caithfidh siad an t-iarratas a chur isteach i scríbhinn. Tá an ceart chun scriosta agus coigeartaithe sonraí ann más gá aon earráidí a cheartú – déantar é seo de réir an údairithe chuí agus na nósanna imeachta céanna i scríbhinn chuig an tOifigeach Cosaint Sonraí.

I gcásanna áirithe, mar shampla cosaint leanaí, tá riachtanas dlíthiúil ar an Scoil eagraíochtaí ábhartha a chur ar an eolas.

Chun faisnéis a iarraidh a bhaineann le do pháiste atá á choinneáil sa scoil, cuir d'iarratas i scríbhinn ag leagan amach na sonraí sonracha atá uait. Is féidir é seo a sheoladh trí scríobh chuig An Príomhoide, Gaelscoil na gCeithre Maol, Cearnóg an Mhargaidh, Beal an Átha, nó trí ríomhphost chuig scoilnagceithremaol@yahoo.ie

(vii) An Próiseas Iarratais

Ba cheart iarratais ar fhaisnéis a dhéanamh ag baint úsáide as an bhfoirm atá ar fáil ar an suíomh Gréasáin seo a leanas: <https://www.gov.ie/en/organisation-information/b4ffa-how-to-request-access-to-your-data-subject-access-request/>

Seans go n-iarrfar ort cruthúnas aitheantais.

Ag Freagairt d'Iarratais

Tabharfaidh an Bord freagra d'iarratas laistigh de 30 lá den iarratas.

Tuairiscí Scoile Bliantúla – Úsáidtear foirm thuairisce scoile chaighdeánaithe agus déantar í seo a eisiúint i Mí an Mheithimh.

Téann an Pas Oideachasúil do dhaltaí i Rang 6 chuig an meánscoil cuí, tar éis dearbhú a fháil ón mheánscoil go bhfuil siad cláraithe ann. Ma tharlaíonn aistriú in aon bhliain eile, faightear cead i scríbhín ón dtuismitheoir/gcaomhnóir an t-eolas seo a thabhairt don scoil nua.

Stóráil

- (i) Cuirtear taifid na ndaltaí i dtaisce sa scoil scoil.
- (ii) Coimeádtar na taifid i gcomhad atá laistigh de sheomra stórais agus ar bhunachar sonraí na scoile.
- (iii) Cuirtear taifid gach ball foirne i dtaisce sa scoil de réir threoirlínte.
- (iv) Cuirtear na taifid i dtaisce de réir threoirlínte na roinne;
- (v) Coimeádann gach múinteoir próifíl den dalta agus roinnt taifead ina s(h)eomra ranga féin agus cuirtear ar aghaidh iad chuig an gcéad mhúinteoir eile nuair a bhogann an dalta go dtí an chéad rang eile.
- (vi) Déantar dramhpháipéir/asphriontaí a stialladh/a dhiúscairt go cúramach.
- (vii) Tá fáil ag pearsanra údaraithe amháin ar na taifid stóráilte.

Stórais Sonraí Leictreonach.

Déanfar sonraí na scoile a óstail lasmuigh den suíomh ag comhlacht ar conradh, ar nós Aladdin faoi láthair. Úsáidtear Aladdin chun cead a fháil do thurais, siúlóidí, cuairteanna faoi leith srl. Slánófar méid áirithe sonraí leictreonach sa scoil. Déanfar cinnte go bhfuil an t-eolas seo sábháilte agus criptiú déanta air. Déanfar athstóráil ar eolas/sonraí chuig an gcomhlacht atá fostaithe ag an scoil. Déanfar cinnte go bhfuil criptiú déanta agus an teolas á sheoladh agus arís fad is atá sé i dtaisce.

I measc na n-ardáin oideachasúla atá in úsáid i nGaelscoil na gCeithre Maol tá:

- Seesaw
- Google Classroom/Gsuite
- Zoom

Sárú Sonraí a Thuairisciú

Má dhéantar sárú ar pholasáí chosaint sonraí na scoile, déanfaidh Bord Bainistíochta na scoile an scéal a fhiosrú. Má dhéantar sárú nó má chailltear sonraí pearsanta ón scoil, déanfar é a thuairisciú chuig Oifig an Chomisinéir Cosaint Sonraí taobh istigh de 72 uair a chloig, fiú mura bhfuil an himscrúdú curtha i gcríoch. Má cheaptar go dtiocfadh dochar do dhuine de bharr cás sáráithe sonraí, cuirfear an duine ar an eolas chomh luath agus is féidir.

Cead Griangraif

Lorgaítear cead ó thuistí nuair atá siad ag clárú a bpáiste sa scoil ar an tuiscint go nglacfar grianghraif dá bpáiste ag ócáidí / gníomhaíochtaí scoile agus go n-úsáidfead iad sna meáin shóisialta scoile. Is féidir aistarraingt a dhéanamh ar an gcead sin ag am ar bith ach scríobh chuig Príomhoide na scoile. Má thógann baill foirne griangraf de pháiste(í) ar a fón féin ag imeachta scoile chun iad a ardú ar na meáin soisialta nó an suíomh scoile, ardófar an ghriangraf agus ansin scriosfar é ón bhfón taobh istigh de 24 uair.

Critéir Ratha

- Comhlíonadh na nAchtanna Cosaint Sonraí agus Reachtaíocht na dTréimhsí
- Stóráil shlán taifead nach féidir a rochtain ach amháin le ceadú de réir treoirlínte
- Creat curtha ar bun ar mhaithe le héascaíocht tiomsaithe agus tuairiscí a thabhairt
- Stóráil taifead soláimhsithe
- Córas Códanna don fhoireann ar na hinneal fotocóipeála.

Ról & Freagrachtaí

Cuirfidh foireann na scoile, faoi stiúir an Phríomhoide, an polasaí i bhfeidhm agus déanfaidh siad monatóireacht air. Déanfaidh gach múinteoir na trialacha ranga ar fad a cheapadh, a thabhairt amach agus a thairnead. Déanfaidh an Príomhoide cinnte go gcoimeádtar na taifid agus go gcuirtear i dtuaisce iad.

Athbhreithniú

Déanfar athbhreithniú ar an bpolasaí seo de réir mar is gá.

Daingniú agus Cumarsáid

Rinneadh an polasaí seo a dhaingniú ag cruinniú Boird Bhainistíochta ar

Cuirfead cóip den pholasaí seo ar fáil do bhaill foirne, do Choiste na dTuistí agus do gach tuismitheoir trí shuíomh idirlín na scoile.

Sínithe: _____

Dáta: _____

Data Protection Policy

Gaelscoil na gCeithre Maol

Introduction

Gaelscoil na gCeithre Maol promotes openness and co-operation between staff, parents and pupils as a means towards providing a caring environment through which a child can develop and grow to his or her full potential. This can best be achieved where there is openness, transparency and co-operation between staff, parents, pupils and other stakeholders.

This policy was formulated by Staff and Board of Management of Gaelscoil na gCeithre Maol to identify the records required to be retained by the school to achieve this and to ensure confidentiality and manageable procedures in relation to access to such records by parents, pupils and stake holders and the safe storage of such data. The policy is sent to school accountants Upper Third & Churchfield Payroll Services to ensure that their practice was in line with the policy. A copy of the policy will also be sent to the Patron, An Foras Pátrúnachta.

Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

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 and departmental circulars such as;
 - o Education Act, Section 9(g) requiring a school to provide access to records to students over 18 and their parents;
 - o Education Welfare Act 2000 – including provisions requiring a school to report school attendance, the transfer of pupils to other schools and communications with the Education Welfare Officer ;
 - o Data Protection Act 1998 and the Data Protection (Amendment) Act 2003;
 - o Circular Letter 0056/2011 -regarding the implementation of the National Literacy and Numeracy Strategy regarding Assessment;
 - o Circular Letter 0024/2013 -regarding the online claims system in recognized primary schools.
 - o Circular Letter 0025/2015 Primary Online Database (POD).
 - o General Data Protection Regulation May 2018 (GDPR)

Aims & Objectives

- To establish a clear understanding in consultation with staff, parents and management as to the type of staff records that are maintained and how such records should be made available;
- To ensure that Gaelscoil na gCeithre Maol complies with legislative requirements regarding the data protection entitlements of pupils, staff and other members of the school community;

- To put in place proper records on the educational progress of pupils thereby enabling parents and staff to support a child's learning in a meaningful and constructive manner and to ensure that eligible pupils benefit from relevant additional teaching and financial supports;
- To report to parents in a meaningful way on the educational progress of their pupils;
- To establish clear guidelines on making these records available to parents, stakeholders and past pupils (over 18);
- To stipulate the length of time records and reports will be retained and the manner in which they will be retained.

Eight Rules of Data Protection

1. Obtain and process information fairly.
2. Keep it only for one or more specified, explicit and lawful purposes.
3. Use and disclose it only in ways compatible with these purposes.
4. Keep it safe and secure.
5. Keep it accurate, complete and up to date.
6. Ensure that it is adequate, relevant and not excessive.
7. Retain the information for no longer than is necessary.
8. Give a copy of his/her personal data to that individual on request.

This refers to data belonging to an individual who is identifiable by this data or from any other personal data that is in possession of the Data Protection Officer.

Scope

Data: What is meant by data is information collected in a form that can be processed. For the purposes of this policy, it includes automated data (information on computer or information recorded with the intention of putting it on a computer) and manual data (information that is kept as part of a relevant filing system or with the intention that it should form part of a filing system).

Personal Data: This refers to data belonging to an individual who is identifiable by this data or from any other personal data that is in possession of the Data Protection Officer.

Guidelines

The Board is the Data Protection Controller.

(i) Personal Data:

This data relates to personal details of pupils such as name, address, date of birth, gender, nationality, ethnic origin (optional), religion (optional), medical details, dietary information, PPSN, contact details and parents' names. Parents/Guardians reserve the right not to disclose details related to ethnic origin/background or religious beliefs.

Medical records are kept in a folder with Medical Administration permission, held in a locked cabinet by the staff member in charge of Health and Safety.

All assessments/reports are kept in a locked filing cabinet/room in the office of the Special Education Co-ordinator.

Private or personal information will only be accessed where necessary and all relevant GDPR guidelines will be followed. More information available at: <https://www.dataprotection.ie/>

Records from past pupils are kept in the oífig which is always locked. These records are retained in manual form in a locked press/room in the Oifig an Rúnaí, in electronic form on school password protected computers and on school databases/spreadsheets including Aladdin. The Principal, secretary and Chairperson have access to these records.

(ii) Pupil Records

Pupil records are held by each class teacher in a locked cabinet. A computerized school database is also used. Psychological/Clinical/Occupational Therapy/Speech & Language Assessments are held in the Special Education Co-ordinator's office which is locked.

(iii) 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, Teaching Council Certificates, Vetting Certificates, Continuous Professional Development, curriculum vitae, school returns, classes taught and seniority.

Staff records are held in a locked cabinet in the Principal's office. The Chairperson, the Principal & DP have access to these records. Some limited staff information is kept in the Secretary's office with access by the secretary, Principal, DP and Chairperson.

(iv) Administrative Data:

This data includes data such as:

- Administration of Medicines Indemnity Form
- Policies
- HSE files, Tusla, Gardaí, Aladdin, Department of Education
- Accounts
- Attendance Reports

Some of these records are retained in manual form in Oifig an Phríomhoide and in electronic form on the school database which is currently Aladdin.

(v) Board of Management files:

Board of Management files which may routinely include:

- The names and contact details of each member of the Board
- Details of appointments to the Board;
- School accounts, grant payments
- Minutes of Board meetings
- Correspondence to the board which may include references to individuals
- Some of these records are kept in the Principal's office in manual and electronic form. The Principal, DP, Chairperson and the Treasurer have access where appropriate.

(vi) Garda Vetting Policy

As a part of our Garda Vetting Policy, parents/persons who wish to volunteer their services to the school that may involve direct contact with school children must be vetted through the school Patron. The information that is collected and subsequently returned to the school by the Patron body is private and sensitive and can only be seen by the school Principal and another named individual on the school Board of Management (namely the Chairperson). This information will then be destroyed.

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/Outside Agencies
- Designated school personnel (as specified above)
- Department of Education & Skills
- First and second-level schools (where relevant).

Parental consent must be given in the event of data being transferred to outside agencies such as health professionals etc. Parents/Guardians must give such consent in writing. Outside agencies requesting access to records must do so in writing. The right to erasure or rectification of inaccurate information is available by request in writing to the data protection officer.

In certain cases, for example child protection, there is a legal requirement for the School to inform relevant organisations.

To request information relating to your child being held at school, put your request in writing setting out the specific details you require. This can be sent by writing to The Principal, Gaelscoil na Ceithre Maol, Market Square, Ballina, or by email to scoilnagceithremaol@yahoo.ie

(vii) The Application Process

Requests for information should be made using the form available on the following website: <https://www.gov.ie/en/organisation-information/b4ffa-how-to-request-access-to-your-data-subject-access-request/>

You may be asked for proof of identity.

Responding to Requests:

The Board will respond to requests within 30 days of receipt of request.

The Annual End-of-Year School Report Form:

A standardized school report form is used which is issued in June of each year.

The 6th class Education passport is automatically sent to the relevant secondary school, upon receipt of confirmation that they have been enrolled there.

If a transfer takes place in any other class, consent from parents/guardians will be sought in writing to transfer information to the new school.

Storage

- (i) Pupil records are stored in the school.
- (ii) Staff data is stored as per guidelines
- (iii) Other data is stored in line with departmental guidelines;
- (iv) 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.
- (v) All personal printouts are destroyed before disposal;
- (vi) Access to these stored files is restricted to authorized personnel only.

Electronic Data Storage

The school's database is hosted off the premises by a contracted third-party (currently Aladdin). Aladdin is used to seek permission for specific trips, tours, walks, outings etc. A limited set of electronic records will be held in the school. The storage appliances for these records will be secured in the building and the storage media encrypted. Backups are made to an off-site (cloud-based) provider. These backups will be encrypted in transit (over the internet to the provider) and at rest (stored on the provider's appliances).

The educational platforms that are in use in Gaelscoil na gCeithre Maol include:

- Seesaw
- Google Classroom/G suite
- Zoom

Data Breach Reporting

Any breach of the school's data protection policies and procedures will result in an investigation by the Board of Management. If the breach results in the loss or leakage of personal data it will be reported to the Office of the Data Protection Commissioner within 72 hours, even if the investigation is not yet complete. Breaches that are likely to bring harm to an individual – such as identity theft or breach of confidentiality – will also result in the concerned individual(s) being notified.

Consent for Photographs

On enrolment, written consent/Consent from parents for pupils to appear in photographs taken at school events with the possibility they may appear on social media is sought. The consent may be withdrawn at any time by notifying the Principal in writing.

If a staff member takes a photo of a child/children on his/her phone at a school event for the purposes of putting them on social media/website, these photos are uploaded and deleted within 24 hours.

Success Criteria

- Compliance with Data Protection Act and Statute of Limitations Act
- Secure storage of records that can only be accessed with approval according to guidelines
- Framework in place for ease of compilation and reporting
- Manageable storage of records.
- Access to photocopiers by unique pin code for all staff

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 properly maintained and stored.

Review

This policy will be reviewed as the need arises.

Ratification and Communication

This policy was ratified at a Board of Management meeting on _____

A copy of this policy will be made available to staff, PA & each parent through the school website.

Signed: _____ Date: _____

Chairperson