



LE CHÉILE EDUCATE TOGETHER
NATIONAL SCHOOL
MORNINGTON ROAD
DROGHEDA
CO. LOUTH

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Data Protection Policy

The purpose of this Policy is to outline the measures set in place by the Board of Management of Le Chéile Educate Together National School to protect the rights of individuals with regard to the personal data relating to them which are held by the school.

Le Chéile is an Educate Together school which respects the privacy of individuals including staff, children and Board of Management. The school seeks to enable every child to develop his/her potential in a caring environment where the talents of each child are valued.

Aims of this policy:

- To provide parents access to the school records of their children.
- To empower parents to participate more fully in the welfare and education of their children.
- To enhance communication between parent, child and teacher.
- To monitor progress of a pupil's development.
- To ensure follow through and appropriate action to meet the child's educational needs.

It includes the type of data the school may collect and hold, how it is used and stored, and with whom the data is shared. It covers all information or data stored in:

- Databases.
- Word Processor documents.
- Structured storage systems – e.g. filing cabinets.
- Laptops and school computers.
- Teachers' files.
- Principal's and Secretary's offices. All psychological reports will be stored permanently in the Principal's office.
- Aladdin Schools Administration System.

In processing this information the B.O.M. of Le Chéile ETNS recognises the importance of the legislation enacted in the Data Protection Acts 1988 and 2003.

The data covers all information about individuals in which these individuals can readily be identified. It includes current pupils and their parents/guardians, pre-enrolled pupils and their parents/guardians and school employees. It may also include data relating to members of B.O.M., P.T.A., Fundraising Committee, Donors and Educate Together (the Patron Body).

Data Relating to Current Pupils:

- Child's name, address, date of birth.
- PPS number.
- Position in family.
- Religion (if declared).
- Names of Parents/Guardians.
- Home phone number, parent's work numbers and mobile numbers.
- Emergency names and contact details.
- School report booklets in accordance with the NCCA and DES Guidelines.
- Assessment Test results.
- Standardised test booklets will be retained for one year while the attendant results will be stored until the child is 21 years.
- Psychologists reports.
- Details of pre-schooling and/or previous school.
- Known Special Needs.
- Health Information, permission for administration of medicine and permission to contact emergency services.
- Copy of birth certificate.
- Sign-up to Code of Positive Behaviour.
- Attendance record.
- I.E.P.'s and I.P.L.P.'s.
- Referrals for learning support or visiting teacher.
- Record of a parent's decision not to allow the child to attend a learning support or resource teacher.
- Record of a parent's decision not to allow the child to participate in certain school activities.
- A record of any serious injuries or accidents.
- Permission to leave school early.
- Record of children being signed in/out during the day e.g. Going to dental appointment.

- Medmark Reports.
- Copies of Inspectors Reports, Contracts.

Data relating to Staff employed in Le Chéile ETNS will be used for administration purposes and will be disclosed only to BOM, Educate Together, D.E.S. and Emergency Services.

Data Relating to School Activities:

The following will be stored appropriately. Access to these will be on a 'need to know' basis:

- Staff Meetings Minutes.
- SNA Meetings Minutes.
- Board of Management Meetings Minutes.
- School Plan and Planning.
- Cúntas Míosúils.
- Teachers Notes.
- In School / Out of School Activities and Timetables.

Responsibilities of the Board of Management:

It is the responsibility of the Board of Management of Le Chéile Educate Together N. S. to ensure that:

1. All data is obtained and processed fairly. Data subjects should be made aware of the policy regarding information disclosed to the school as early as the enrolment process.
2. Data is kept only for lawful and specific purposes and will be used only in ways that are compatible with these purposes.
3. All data is kept safe and secure.
4. Access to all data is restricted to authorised staff and is disclosed on a "need to know" basis.
5. Computer systems will be password protected.
6. Back-up procedures will operate for computer-held data.
7. Staff will be made aware of security measures and will comply with them.
8. All waste paper, printouts etc. will be disposed of carefully.
9. Premises will be secure when unoccupied.
10. Information on computer screens and manual files will not be exposed to callers to the school.

The above information will be used for general school records and will be disclosed only to the following parties:

- Board of Management of Le Chéile E.T.N.S.
- Department of Education and Skills (D.E.S).
- National Educational Psychological Service (N.E.P.S.).
- H.S.E.
- Patron Body (Educate Together).
- National Educational Welfare Board (N.E.W.B.).
- An Garda Síochána.

Data Relating to Pre-enrolled Pupils:

- Child's name, address and date of birth.
- Year and class for which the child is pre-enrolled.
- Names and addresses of parents/guardians.
- Parents'/guardians' phone numbers and e-mail address.

The above data will be used for purposes of correspondence with parents/guardians and for analysis of future staff requirements. It will be disclosed only to the following:

- B.O.M.
- D.E.S.
- N.E.P.S.
- H.S.E.
- Educate Together.

Data Relating to Teaching Staff and All Ancillary Staff in Le Chéile E.T.N.S.:

- Name and address.
- Date of birth.
- Home phone number, mobile number and e-mail address.
- P.P.S. number.
- Bank details – for payment of salary.
- Marital status.
- Seniority.
- Religion, if disclosed.
- Recruitment documentation including References, C.V.s, Qualifications, Educational and Teaching and Work Experience.
- Garda clearance.

11. Data is accurate, complete and up-to-date. Periodic reviews and audits will be held to ensure that data is kept up-to-date. This will be the responsibility of the principal and all staff.
12. Data is kept for no longer than is necessary.
13. Data is relevant, adequate and not excessive.
14. A data subject i.e. parent/guardian or member of staff may view a copy of his/her personal data or obtain a copy of it, as appropriate, on written request.

Retention of Records:

- We will retain all school records in a safe place for nine years after the child has left 6th class.
- A copy of all school reports will be retained in the school.
- Parents living separately will each receive a copy of information/reports relating to their child.
- No file will be removed from the school without the specific authorization of the Principal or Board of Management.

Disclosures:

The DLP, in this case the Principal, must liaise with the following agencies, by law, if a disclosure is made: Social Services, Department of Education & Science, Department of Health & Children, HSE or An Garda Síochána.

This Policy will be reviewed at a later date and may be revised or updated to take into account changes in legislation.

Date of Policy Ratification: 5.11.14

Date for Review: 5.11.16

Chairperson's Signature: 