



## **Data Protection Policy**

### **Introduction:**

This policy pertains to the school staff, teachers, parents, guardians, pupils and the Board of Management.

‘Data protection is the method whereby a person’s right to privacy regarding their personal details is protected. These rights are relevant whenever a report is kept on a computer or in writing as part of the school’s recording system.’

### **Aims:**

The aim of this policy is to retain important information regarding the school community in an appropriate manner which is to the benefit and development of the school. According to the Data Protection Acts 1088 and 2003 (amended) the school is obligated to protect information regarding the school community according to the eight data protection rules as outlined below:

- To receive and process the report properly
- To keep it for one or more particular purposes that are explicit and legal
- To use it and to display it that are appropriate to those particular purposes
- To keep it secure and safe
- To keep it accurate, complete and updated
- To ensure that it is as detailed as necessary, relevant and not over detailed
- Not to keep it longer than is necessary
- To give a person a copy of his/her personal details on request

### **Recording of Data:**

The school collects personal data in an appropriate manner for the benefit and improvement of the school.

### **Recording of Staff data:**

The following could be included in data sought regarding staff;

- Name, address and contact details
- Date of birth, PPS Number
- Marital status and family
- Educational and/or employment background
- Record of application and appointment
- Record of interview, references
- Record of appointment to posts where a promotion is involved
- Record of sanctioned leave (career breaks, parental leave, study leave etc.)
- Record of in-service courses attended
- Record of work history (qualifications, classes taught, subjects etc.)
- Minutes of staff meetings

### **School Pupils:**

The following could be included in data sought regarding pupils;

- Name, address, contact details, PPS number
- Names and addresses of parents/guardians and contact details
- Any relevant special condition (e.g. special educational needs, health issues etc.)
- Information on academic record
- Psychological assessments
- Attendance record
- Academic record – subjects studied, exam results as recorded in official school reports
- Record of major incidents
- Record of major behavioural issues and/or sanction imposed
- Other records e.g. record of any major accidents/ injuries etc.

### **Board of Management Records:**

The following could be included in data sought regarding the Board of management;

- Name, address and contact details of all Board members
- Record of appointments to the Board

- Minutes of meetings and correspondence where an individual may be referenced
- Travel expenses paid, PPS number, tax details and bank details.

### **Access requests:**

On requesting access to personal records the individual is entitled to receive the following (with regard to constraints in Note A below) and notwithstanding other legislative rights:

- A copy of data kept about him/her
- Information regarding the reasons/aims of processing his/her data
- Information regarding who has seen the data
- Information regarding the provenance of the data if this is not against the public good

In order to request access to data an individual must;

- Put the request in writing to the Board of management
- Provide details that would facilitate the school in providing the correct and relevant documents
- Pay an access fee if the school so desires. The school may not do so but if a fee is requested it may not exceed €6.35

### **Processing a Data Access Request:**

The school will provide a report within forty days of the request or in the case of exam records within sixty days from the date of the request or within 60 days of the results being issued (whichever is later).

The report will be in a clear and accessible format, appropriate for the lay person.

The individual will be informed within 40 days if there is no information kept on them.

In the case of incorrect information, this will be corrected or deleted within 40 days of the initial request date.

The fee will be repaid (if applied) to the individual if the request is not fulfilled or if the data must be corrected, expanded or deleted.

**NOTE:** If the school is not otherwise informed in writing, the school accepts that the parents are co-custodians of their child and that the school may share information about the other parent and child with either parent.

If the school has been informed that a couple have separated the school has the right to seek the permission of the parents or a custody order or any other evidence before any information is provided.

**Note A:**

**Access request from a pupil.**

A student who has reached the age of 18 or above is entitled to access his or her personal data in accordance with the Data Protection Acts.

Depending on the age and nature of the record a pupil under 18 may be given access to personal information. The following is recommended;

- If the information is of a standard and non-controversial (e.g. mock exam results) access may be granted to the pupil.
- If the information is of a sensitive nature parental/guardian consent should be sought.
- If there is a disability or ill health involved that may influence the pupil's ability to properly understand the information or if the information could damage the individual again parental/guardian consent should be sought.

**Security:**

The Management of Coláiste Chilliain has implemented a security protocol which aims to protect all personal data, both written and electronic against unauthorised access or use.

These security measures are regularly reviewed.

Approved by the Board of Management

Date:

---

---

Chairperson, Board of management