

Glasnevin National School

Data Protection Policy

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

1. Databases
2. Word Processor documents
3. Structured storage systems – e.g. filing cabinets

In processing this information the BOM of Glasnevin National School 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 The Board of Management.

Data Relating to Current Pupils

- Child's name, address, date of birth
- PPS number
- Religion
- Names of Parents/Guardians
- Home phone number, work numbers, mobile numbers.
- Emergency names and contact details
- School report booklets
- Assessment Test results
- Referral forms for assessment by psychologist or other professional
- Psychologists reports
- Other reports e.g. Speech therapy, Occupational Therapy, etc.
- 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 Behaviour
- Individual Education Plans (Learning Support)
- Record of serious misbehaviour.
- Record of serious accidents or injuries
- Attendance record and explanation for absences.

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

- Board of Management of Glasnevin National School
- Department of Education and Science (DES)
- National Educational Psychological Service (NEPS)
- Health Service Executive

- National Educational Welfare Board (NEWB)
- Gardai

Data Relating to Pupils Intending to Apply For Enrolment

- Child's name, address and date of birth
- Requested date of entry
- 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. It will be disclosed only to the following:

- BOM
- DES

Data Relating to Teaching Staff and All Ancillary Staff in SETNS.

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

Data relating to Staff employed in Glasnevin National School will be used for administration purposes and will be disclosed only to BOM, the Patron, DES and Emergency Services.

It is the responsibility of the Board of Management of Glasnevin National School to ensure that:

1. All data is obtained and processed fairly.
Data subjects should be made aware to 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
Access to all data is restricted to authorised staff and is disclosed on a "need to know" basis.
Computer systems will be password protected.
Staff will be made aware of security measures and will comply with them.
All waste paper, printouts etc. will be disposed of carefully.
Premises will be secure when unoccupied.

Information on computer screens and manual files will be kept hidden from callers to the school.

1. Data is accurate, complete and up-to-date.
Periodic reviews and audits will be held to ensure that data is kept up-to-date.
2. Data is kept for no longer than is necessary.
3. Data is relevant, adequate and not excessive.
- .5. A data subject i.e. parent/guardian or member of staff is given a copy of his/her personal data on written request.

This Policy will be reviewed and updated to take into account any changes in legislation

Ratified by Board of Management on

_____ ***Date***

Signed

_____ ***Chairman, Board of Management***