



Gaelscoil Chnoc Liamhna

An Beartas um Chosaint Sonraí agus Choimeád Taifead

Réamhrá:

Cuireann Gaelscoil Chnoc Liamhna oscailteacht agus comhoibriú chun cinn idir an fhoireann, na tuismitheoirí agus na daltaí mar 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 Chnoc Liamhna an beartas d'fhonn na taifid is gá a choimeád a shainaithint 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.

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 shainaithint;
- Caithfear beartas a chur i bhfeidhm chun a chinntiú go gcomhlíonann scoil an reachtaíocht agus ciorcláin roinne, mar shampla;
 - An tAcht Oideachais, Alt 9(g) a éilíonn go dtabharfaidh scoil rochtain ar thaifid do dhaltaí thar 18 mbliana d'aois agus a dtuismitheoirí;
 - An tAcht Oideachais (Leas) 2000 - lena n-áirítear forálacha a éilíonn go gcuirfidh scoil tuairisc ar fáil maidir le tinreamh, aistriú daltaí go scoileanna eile agus cumarsáid leis an Oifigeach Leasa Oideachais;

- An tAcht um Chosaint Sonraí 1998 agus an tAcht um Chosaint Sonraí (Leasú) 2003;
- Litir Chiorcláin 0056/2011 - maidir le cur i bhfeidhm Straitéis Litearthachta agus Uimhearthachta Náisiúnta a bhaineann le Measúnú;
- Litir Chiorcláin 0024/2013 - maidir le córas na n-éileamh ar líne i mbunscoileanna aitheanta.

Aidhmeanna/Cuspóirí:

- Tuiscint shoiléir a fháil - i gcomhairle leis an bhfoireann, le tuismitheoirí agus leis an mbainistíocht - ar na cineálacha taifead dalta a gcoimeádtar agus conas is féidir na taifid seo a chur ar fáil;
- Tuiscint shoiléir a fháil - i gcomhairle leis an bhfoireann agus leis an mbainistíocht - ar na cineálacha taifead foirne a choimeádtar agus conas is féidir na taifid seo a chur ar fáil;
- Chun a chinntiú go gcomhlíonann Gaelscoil Chnoc Liamhna na riachtanais reachtaíochta maidir le teidíochtaí na ndaltaí, na foirne agus baill eile chomhphobal na scoile ar chosaint sonraí;
- Taifid chúí 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 i mbealach bríoch agus éifeachtach; agus a chinntiú go mbainfidh daltaí oiriúnacha tairbhe as múinteoireacht bhreise chúí agus tacaíocht airgeadais;
- Tuairiscí ar dhul chun cinn oideachasúil an pháiste a thabhairt do na tuismitheoirí ar bhealach bríoch;
- Treoirínte follasacha a bhunú ar conas na taifid sin a chur ar fáil do thuismitheoirí, páirtithe leasmhara agus iardhaltaí (thar 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.

Treoirínte:

Glacann an Príomhoide ról an rialaitheora sonraí agus déanann sé nó sí maoirseacht ar chur i bhfeidhm na reachtaíochta maidir le cosaint sonraí laistigh den scoil. Roinntear na sonraí atá faoi chúram an Phríomhoide faoi na ceannlínte seo a leanas:

(i) Sonraí Pearsanta:

Baineann na sonraí sin le sonraí pearsanta na ndaltaí, mar shampla, ainm, seoladh, dáta breithe, inscne, bunadh eitneach, náisiúntacht, creideamh, sonraí leighis, eolas ar réim bia, UPSP, sonraí teagmhála agus ainmneacha na dtuismitheoirí.

Coimeádtar na taifid sin i bhfoirm páipéir i gcófra glasáilte san oifig, agus i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.

(ii) Taifid na nDaltaí:

Is éard atá i dtaifid na ndaltaí:

- Sonraí pearsanta an dalta mar a leagtar amach thuas
- Sonraí leighis atá íogair
- Cártaí tuairisce scoile
- Measúnuithe Síceolaíoch/Cliniciúla/Teiripe Shaothair/Cumas Cainte agus Teanga
- Torthaí Trialacha Caighdeánaithe
- Taifid Thinrimh
- Triail Scagtha, mar shampla, MIST agus NRIT
- Cosaint Sonraí
- Trialacha ceaptha ag múinteoirí. Ceapann gach múinteoir ranga a theimpléad nó a teimpléad féin le haghaidh trialacha
- Torthaí ó Thástálacha Diagnóiseacha
- Pleananna Oideachais Aonair
- Sonraí ar Thacaíocht Foghlama/Acmhainní, mar shampla, taifid de chead/diúlú fáil ar sheirbhísí LS/RT sa scoil,
- Fillteáin thionscadail na ndaltaí e.g. Ealaín
- Eolas teaghlaigh iomchuí, mar shampla, Orduithe Cúirte a bhaineann le caomhnóireacht etc.
- Sonraí maidir le teagmhais iompraíochta nó timpistí.

Coimeádann gach múinteoir ranga taifid na ndaltaí agus tá máistirchóip á coimeád sna seomraí tacaíochta foghlama. Chomh maith leis sin, baintear úsáid as bunachar sonraí scoile ríomhairithe.

(iii) Sonraí Bhaill na Foirne

Baineann na sonraí seo le heolas pearsanta agus profaisiúnta bhaill na Foirne, mar shampla, ainm, seoladh, dáta breithe, sonraí teagmhála, uimhir pháróla, taifid thinrimh, cáilíochtaí, taifid scoile, saoire bhreitheachta, Teastais ón gComhairle Múinteoireachta, Teastais Ghrinnfhiosrúcháin, CPD, CV, tuairisceáin scoile, ranganna a múineadh, sinsearachta agus íocaíochtaí maoirseachta.

Coimeádann an príomhoide taifid bhaill na foirne i gcófra glasáilte agus tá fáil ag an gCathaoirleach agus an Príomhoide air.

(iv) Sonraí Riaracháin:

Is éard atá sna sonraí seo:

- Leabhar Tuairisce ar Thimpiste
- Riar Foirne Slánaíochta Leigheasanna
- Polasaithe
- Comhaid FSS
- Cuntais
- Tuairiscí Tinrimh

Coimeádtar na taifid seo i bhfoirm páipéir i gcófra glasáilte in oifig an rúnaí, agus i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.

(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 chruinnithe an Bhoird;
- cuntais scoile, íocaíochtaí deontais, íocaíochtaí síntiúis scoile etc.
- Miontuairiscí chruinnithe an Bhoird
- Comhfhreagras don Bhord ina bhféadfaidh tagairtí do dhaoine aonair a bheith san áireamh

Coimeádann an Príomhoide, an Cathaoirleach agus an Cisteoir na taifid i bhfoirm pháipéir agus tá siad ar fáil i bhfoirm leictreonach ar ríomhaire an Phríomhoide.

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 thar 18 mbliana d'aois
- Feidhmeannacht na Seirbhíse Sláinte
- Pearsanra scoile ainmnithe
- Roinn Oideachais agus Scileanna
- Bunscoileanna agus scoileanna dara leibhéal (i gcás inarb iomchuí).

Caithfidh tuismitheoirí foirm údaraithe a líonadh amach 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 agus fógra seachtaine a thabhairt. Féadfaidh tuismitheoirí/caomhnóirí iarratas den chineál sin a dhéanamh trí ghlaoh a chur nó ríomhphost a sheoladh nó litir a scríobh. Tá an ceart chun scriosta agus coigeartaithe sonraí ann más gá aon earráidí a cheartú – déantar é seo de réir an údairaithe chuí agus na nósanna imeachta céanna.

Tá formáid na Tuairisce Scoile Bliantiúla – chomh maith leis an teachtaireacht chuig tuismitheoirí a ghabhann léi – leagtha amach go soiléir i mBeartas um Threoirínte Fhoirm Thuairisce na scoile. Úsáidtear foirm thuairisce scoile chaighdeánaithe agus déantar é seo a eisiúint i mí an Mheithimh.

Stóráil:

- (i) Cuirtear taifid uile na ndaltaí i dtaisce sa scoil ar feadh 7 mbliana ar a laghad nó go dtí go slánaíonn an t-iardhalta aois 21. Coimeádtar na taifid i gcaibinéad comhad glasáilte laistigh de sheomra glasáilte agus ar bhunachar sonraí na scoile. Tá na taifid agus na córais ríomhairithe cosanta ag pasfhocal.
- (ii) Cuirtear taifid uile bhaill na foirne i dtaisce sa scoil ar feadh tréimhse éiginnte agus/nó de réir treoirínte na roinne.

- (iii) Cuirtear na taifid eile i dtaisce de réir treoirlínte na roinne;
- (iv) 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.
- (v) Coimeádtar na leabhair rolla líonta ar fad in áit den chineál céanna, chomh maith le samplaí d'obair na ndaltaí agus próifílí na ndaltaí.
- (vi) Déantar dramhpháipéir/asphriontaí a stialladh/a dhiúscairt go cúramach;
- (vii) Tá fáil ag pearsanra údaraithe amháin ar na taifid stóráilte.

TCI

- Déantar córais TCI a shuiteáil sna háitribh ar an taobh amuigh d'fhonn slándáil an fhoirgnimh agus na dtrealamh a bhaineann leis a neartú.
- Is 'sonraí pearsanta' iad na híomhánna inaitheanta a ghlacann córais TCI. Dá bharr sin, tá siad faoi réir coinníollacha na nAchtanna um Chosaint Sonraí, 1988 agus 2003.
- Tá údar tugtha ag an mBord Bainistíochta le húsáid TCI chun imlíne fhoirgnimh na scoile a rialú chun críoch slándála. Tá an córas ann chun íomhánna a ghlacadh d'ionróirí nó daoine aonair a dhéanfadh damáiste do threalaimh nó a bhainfeadh earraí gan cead.
- Dá réir sin, coimeádfar na híomhánna a ghlacann córas TCI ar feadh suas le 28 lá, ach amháin i gcás go sainaithnítear saincheist in íomhá ar leith agus coimeádtar an íomhá chun iniúchadh/ionchúiseamh a dhéanamh maidir leis an tsaincheist sin.

Critéir Ratha:

- Comhlíonadh na nAchtanna Cosaint Sonraí agus Reachtaíocht na dTréimhsí
- Fáil éasca ar thaifid
- Creat curtha ar bun ar mhaithe le héascaíocht tiomsaithe agus tuairiscí a thabhairt
- Stóráil taifead soláimhsithe

Róil agus 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 thaifead. Déanfaidh an Príomhoide cinnte go gcoimeádtar na taifid agus go gcuirtear i dtaisce iad, go háirithe taifid na ndaltaí a aistroidh go scoile eile.

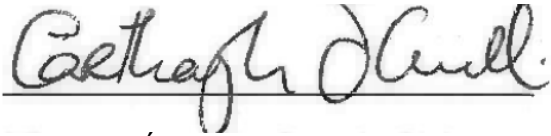
Sonraí ar Chur i bhFeidhm:

Beidh feidhm ag an bpolasaí seo ó 19/10/23.
Coimeádfar gach taifead a bhí sa scoil roimh an dáta sin.

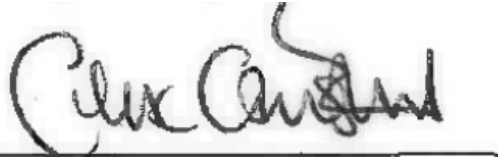
Athbhreithniú/Daingniú/Cumarsáid:

Daingníodh an polasaí ar an 18/10/23.

Beidh an polasaí ar fáil ar shuíomh gréasáin na scoile agus ón oifig.
Déanfar athbhreithniú air gach bliain agus leasófar é más gá.

Handwritten signature of Carthaigh Ó Cuill in cursive script, underlined.

Carthaigh Ó Cuill
Príomhoide

Handwritten signature of Ciarán Mac Criostail in cursive script, underlined.

Ciarán Mac Criostail
Cathaoirleach Bord Bainistíochta



Gaelscoil Chnoc Liamhna

Data Protection and Record-keeping Policy

Introduction:

Gaelscoil Chnoc Liamhna promotes openness and co-operation between staff, parents and pupils as a means of 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 Chnoc Liamhna 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 stakeholders and the safe storage of such data.

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;
 - Education Act, Section 9(g) requiring a school to provide access to records to students over 18 and their parents;
 - 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 ;
 - Data Protection Act 1998 and the Data Protection (Amendment) Act 2003;

- Circular Letter 0056/2011 -regarding the implementation of the National Literacy and Numeracy Strategy regarding Assessment;
- Circular Letter 0024/2013 -regarding the online claims system in recognized primary schools.

Aims/Objectives:

- To establish a clear understanding in consultation with staff and management as to the type of staff records that are maintained and how such records should be made available;
- To ensure that Gaelscoil Chnoc Liamhna 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.

Guidelines:

The Principal assumes the function of the data controller and supervises the application of the Data Protection legislation within the school. The data under the control of the Principal comes under the following headings.

(vi) Personal Data:

This data relates to personal details of pupils such as name, address, date of birth, gender, ethnic origin, nationality, religious belief, medical details, dietary information, PPSN, contact details and parents' names.

These records are retained in both manual form in a locked press in the Oifig and in electronic form on the school database which is currently Aladdin.

(vii) Pupil Records:

Pupil records may contain:

- Personal data of the student as outlined above
- Medical sensitive data

- School report cards
- Psychological/Clinical/Occupational Therapy/Speech and Language Assessments
- Standardised Test Results
- Attendance Records
- Screening Test such as MIST and NRIT
- Data Protection
- Teacher – designed tests. Each class teacher designs his/her own test template
- Diagnostic Tests Reports
- Individual Education Plans
- Learning Support/Resource Data such as records of permission/refusal to access LS/RT services in the school,
- Portfolios of student work e.g. Art
- Relevant family information such as Court Orders re custody etc.
- Details of behavioral incidents or accidents.

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 a locked cabinet in the Principal's/ secretary's office or storeroom and a copy kept in a locked cabinet in the learning support and resource rooms.

(viii) 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 ,CPD, curriculum vitae, school returns, classes taught, seniority and supervision payments.

Staff records are held by the principal in a locked cabinet to which the Chairperson and the Principal have access.

(ix) Administrative Data:

This data includes data such as

- Accident Report Book
- Administration of Medicines Indemnity Form
- Policies
- HSE files
- Accounts
- Attendance Reports, Roll Book, Registers

These records are retained in both manual form in a locked press in the Principal's office and in electronic form on the school database which is currently Aladdin. Roll Books are stored in drawers in each classroom.

(x) Bord of management files:

Bord of management files which may routinely include:

- the names and contact details of each member of the Bord
- details of appointments to the Board;
- School accounts, grant payments, school subscription payments etc.
- Minutes of Board meetings
- Correspondence to the board which may include references to individuals

These records are retained in both manual form by the principal, the Cathaoirleach and the Treasurer and in electronic form on the principal's computer.

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 & Skills
- 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 seven days notice. Parents/Guardians can make such a request either by phone, email or in writing. The right to erasure or rectification is available to change any mistakes or inaccuracies by proper authorization through the same procedures.

The Annual School Report format and its communication to parents are outlined clearly in our schools Report Form Guidelines Policy. A standardised school report form is used which is issued by post in January/February.

Storage:

- (viii) All pupil records are stored in the school for a minimum of 7 years until the past pupil reaches the age of 21. These records are stored in a locked room in a locked filing cabinet and retained on the school database. Computerized records, systems are password protected.
- (ix) All staff data is stored indefinitely within the school and/or in line with departmental guidelines.
- (x) All other data is stored in line with departmental guidelines;
- (xi) 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.
- (xii) All completed school roll books are stored in a locked cabinet.
- (xiii) All waste paper /printouts are shredded/disposed of carefully;
- (xiv) Access to these stored files is restricted to authorized personnel only.

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 Data:

This new policy is effective from 19/10/23

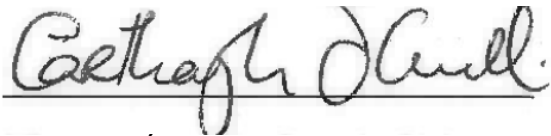
All records held from before that date will continue to be maintained in the school.

Review/Ratification/Communication:

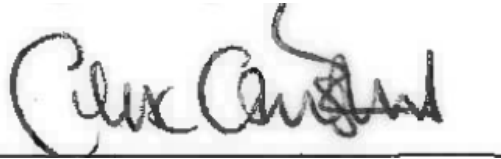
This policy was ratified on 18/10/23

The policy will be available on the school website and through the office.

It will be reviewed every year and amended if necessary.



Carthaigh Ó Cuill
Príomhoide



Ciarán Mac Criostail
Cathaoirleach Bord Bainistíochta