



Polasaí um Chosaint Sonraí Data Protection Policy

**Scoil na bhForbacha
17668G**

Réamhrá

Cuireann Scoil na bhForbacha 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 Scoil na bhForbacha an beartas seo 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.

Má tá difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasáí seo, glactar leis an leagan Gaeilge mar an leagan atá cruinn.

Réasúnaíocht

Riachtanas is ea polasaí um chosaint sonraí 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.

Caithefear beartas a chur i bhfeidhm chun a chinntiú go gcomhlíonann Scoil na bhForbacha an reachtaíocht chomh maith le h-implitreacha na 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 tuairisciú ar fáil maidir le tinreamh, le haistriú daltaí go scoileanna eile agus le cumarsáid leis an Oifigeach Leasa Oideachais;
- An tAcht um Chosaint Sonraí 1998 agus an tAcht um Chosaint Sonraí (Leasú) 2003;
- Imlitir 0056/2011 - maidir le cur i bhfeidhm Straitéis Litearthachta agus Uimhearthachta Náisiúnta a bhaineann le Measúnú;
- Imlitir 0024/2013 - maidir le córas na n-éileamh ar líne i mbunscoileanna aitheanta
- 0025/2015 - Príomhbhunachar Sonraí ar Líne
- (RCGS) Cosaint Sonraí 25ú Bealtaine 2018

Aidhmeanna agus 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 Scoil na bhForbacha 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.
- Treoirínthe 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.

An Ocht mBunphrionsabal Cosanta Sonraí

1. Bailigh agus próiseáil na sonraí go cóir, cothrom
2. Ná coimeád na sonraí ach amháin le haghaidh críche sonraithe, sainráite agus dleathaí 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 uathoibríthe (faisnéis ar ríomhaire nó faisnéis a taifeadadh 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.

Treoirínte

Is é an Bord an Rialaitheoir Cosanta 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.

Tá taifead leighis coiméadta i bhfillteán le cead Dáilte Leighis, i gcaibinéid faoi ghlas ag an gComhordaitheoir Riachtanas Bhreise (CRB).

Tá na leathanaigh ón bhfeitheoireacht coiméadaithe ag múinteoirí ranga i bhfillteáin dhoiléir ina tarraicáin faoi ghlas nuair atá siad comhlánaithe. Tugtar iad don gCRB ag deireadh na bliana chun iad a chur i stóras.

Tá tuairiscí /measúnaithe coiméadaithe i gcaibinéid comhad faoi ghlas in Oifig an Chomhordaitheoir Oideachais Bhreise.

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 sa seomra stórála sonraí, 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

Coimeádtar gach múinteoir ranga taifid na ndaltaí i gcaibinéid faoi ghlas. Úsáidtear córas leictreonach Aladdin sa scoil i láthair na huaire. 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 bhreitheachta, Teastais ón gComhairle Múinteoireachta, Teastais

Ghrinnfhiosrúcháin, Forbairt Ghairmiúil Leanúnach, CVanna, tuairisceáin scoile, ranganna a múineadh agus sinsearach.

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

(iv) Sonraí Riaracháin

Is éard atá sna sonraí seo ná:

- Leathanaigh feitheoireachta – Cuir an eachtra tromchúiseach sa leabhrán san oifig. Coiméad na leathanaigh san fhilleán i dtarraicán faoi ghlas sa seomra ranga nuair atá siad comhlánaithe agus tabhair don rúnaí iad ag deireadh na scoilbhliana
- Foirme 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 rúnaí, cuid eile in oifig an Phríomhoide. Coimeádtar cuid dóibh 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 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 phríomhoide. 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, agus ag an gCisteoir más gá, orthu.

(vi) Polasaí Ríomhfhiosrú na nGardaí

Mar chuid de pholasaí Ríomhfhiosrú na nGardaí, déantar grinnfhiosrúchán ar dhaoine (tuismitheoirí san áireamh) a mbeadh teagmháil rialta acu le páistí scoile agus iad ag tacú leis an scoil i ról éagsúla, trí Phátrún na scoile. Tá an t-eolas a bhailítear príobháideach agus rúnda agus is é an príomhoide agus duine ainmnithe ón mBord Bainistíochta (an Cathaoirleach) a fheiceann an t-eolas a thagann ar ais ó Phátrún na scoile. Tá an t-eolas seo stóráilte in oifig 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 os cionn 18 mbliana d'aois
- Feidhmeannacht na Seirbhíse Sláinte (FSS) /áisíneacht sheachtrach Pearsanra scoile thuasainmnithe
- An 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 údaráithe chuí agus na nósanna imeachta céanna i scríbhinn chuig an tOifigeach um Chosaint Sonraí.

Ag Freagairt 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.

Ag aistriú go scoil eile

Téann an Pas Oideachasúil do dhaltaí i Rang 6 chuig an meánscoil cuí, tar éis dearbhú a fháil ón meánscoil 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 go dtí go bhfuil an dalta cúig bhliain is fiche d'aois. Coimeádtar na taifid i gcomhad atá laistigh de sheomra stórais agus ar bhunachar sonraí na scoile. Féach Aguisín a 1. Tá na taifid agus na córais ríomhairithe cosanta ag pasfhocal.

- (ii) Cuirtear taifid gach ball foirne i dtaisce sa scoil de réir threoirlínte Aguisín a 1.
- (iii) Cuirtear na taifid i dtaisce de réir threoirlínte 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) Déantar dramhpháipéir/asphriontaí a stialladh/a dhiúscairt go cúramach.
- (vi) Tá fáil ag pearsanra údaraithe amháin ar na taifid stóráilte.

Nóta: tá tuilleadh eolais faoi stóráil agus tréimhsí ama in Aguisín 1.

Stórais Sonraí Leictreonach

Déanaimid sonraí pearsanta leanaí a bhailiú agus a phróiseáil chun oideachas ár gcuid daltaí a riarú. Cuirfimid sonraí na páistí i gCóras Faisnéise Bainistíochta na scoile, Aladdin. Is bogearraí slán é Aladdin atá faoi úinéireacht agus á reachtáil ag Cloudware Ltd (T/A Aladdin Schools), agus ní dhéantar na sonraí a phróiseáil ach chun na críche seo amháin.

Déanfar sonraí na scoile a óstail lasmuigh den suíomh ag comhlacht ar conradh, ar nós Aladdin Connect faoi láthair. Úsáidtear Aladdin Connect 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-ardán oideachasúil atá in úsáid i Scoil na bhForbacha tá: Google Classroom, Zoom agus Aladdin.

Sárú Sonraí a Thuairisciú

Má dhéantar sárú ar pholasaí chosaint sonraí na scoile, déanfaidh Bord Bainistíochta na scoile an scéal a fhiosrú. Má dhéantar sárú nó má chailtear 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 sáraithe sonraí, cuirfear an duine ar an eolas chomh luath agus is féidir.

Cead Griangraif

Lorgáítear 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-úsáidfear iad sna meáin

shóisialta scoile. Is féidir aistarraingt a dhéanamh ar an gcead sin ag am ar bith ach scríobh chuig Bord Bainistíochta na scoile.

Critéir Ratha

- Comhlíonadh na nAchtanna Cosaint Sonraí agus Reacht na dTréimhsí
- Fáil éasca ar thaifid
- Creat curtha ar bun ar mhaithe le héascaíocht tiomsaithe agus tuairiscí a thabhairt
- Stóráil taifead soláimhsithe
- Córas Códanna don fhoireann ar na hinneal fotocóipeála

Róil & Freagrachtaí

Cuirfidh foireann na scoile, faoi stiúir an Phríomhoide, an polasaí i bhfeidhm agus déanfaidh siad monatóireacht air. Déanfaidh gach múinteoir na rialacha 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.

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.

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

 Cathaoirleach

 Príomhoide

Dáta: 7ú Bealtaine, 2026

Aguisín 1

Tréimshí maidir le heolas a choinneáil

Daltaí:

1. **Foirmeacha Clárúcháin.** Go mbeidh an dalta 25 bliain d'aois
2. **Torthaí sna Scrúduithe Chaighdeánacha.** Go mbeidh an dalta 25 bliain d'aois
3. **Measúnaithe Shiceolaíochta &rl.** Go deo
4. **IEP/Fillteáin don Oideachas Speisialta.** Go deo
5. **Tuairiscí ar Thimpistí.** Go deo
6. **Taifid/Tuairiscí Chosaint Leanaí.** Go deo
7. **Achomhairc Roinn 29.** Go deo
8. **Leabhair Rolla.** Go deo
9. **Nótaí Smachta.** Go deo
10. **Eachtraí bulaíochta (liamhnaithe nó cruthaithe).** Go deo

Agallaimh & Foireann

1. **Nótaí ón mBord Agallaimh, Scéim mharcála, nótaí an Bhoird Bhainistíochta (iarrasóirí nár cheapadh).** 18 mhí ó dheireadh an chomórtais
2. **Conradh fostaíochta.** Fad na fostaíochta móide 7 mbliana
3. **Clárúchán leis an gComhairle Mhúinteoireachta.** Fad na fostaíochta móide 7 mbliana
4. **Tuairisciú maidir le timpistí/gortú san áit oibre.** Fad na fostaíochta móide 7 mbliana
5. **Nochtadh Ríomhfiosrú na nGardaí.** 3 bhiana ó dháta an nocht

Bord Bainistíochta

1. **Clár & Miontuairiscí an BB.** Go deo
2. **Nótaí a ghlacann baill boird ag an gcruinniú.** Scrios ag deireadh an chruinnithe
3. **Taifead CCTV (Caithfidh comharthaí a bheith in airde & polasaí i bhfeidhm nó níl aon chead taifead).** 28 lá de ghnáth ach má bhíonn fiosrúchán coiriúil ann tá siad le coinneáil don thréimhse sin.
4. **Párolla & Cáin.** 6 bliana tar éis dheireadh na bliana sin
5. **Sonraisc/adhmhálacha.** 7 mbliana
6. **Cuntais Iniúchta.** Go deo
7. **Sláinte & Sábháilteacht - timpistí ar scoil.** 10 mbliana

Data Protection Policy: Scoil na bhForbacha

Introduction:

Scoil na bhForbacha promotes openness and cooperation between staff, parents, and students to provide a secure environment where a child can develop and reach their full potential. This is more easily achieved if there is openness, transparency, and cooperation between staff, parents, students, and other stakeholders.

The Staff and Board of Management developed this policy to identify necessary records and ensure confidentiality and manageable procedures. These procedures relate to access for parents, students, and stakeholders to such documents and the secure storage of data.

If there is a discrepancy between the Irish and English versions of this policy, the Irish version is considered the accurate version.

Rationale

- A data protection policy is a requirement to ensure the school has appropriate procedures for accountability and transparency.
- Keeping records of a student's progress is good practice for identifying learning needs.
- A policy must be implemented to ensure the school complies with legislation and departmental circulars, such as:
 - The Education Act, Section 9(g) (access for parents and students over 18).
 - Education (Welfare) Act 2000 (attendance reporting and communication with the Education Welfare Officer).
 - Data Protection Act 1988 and Data Protection (Amendment) Act 2003.
 - Circular 0056/2011 (Literacy and Numeracy Strategy/Assessment).
 - Circular 0024/2013 (Online claims system).
 - Circular 0025/2015 (Primary Online Database).
 - GDPR (General Data Protection Regulation) May 25, 2018.

Aims and Objectives:

- To clarify understanding of the types of student records kept and how they can be made available.
- To ensure the school meets legislative requirements regarding the data protection rights of students and staff.
- To establish appropriate records of educational progress so parents and staff can support learning effectively and ensure students receive additional teaching and financial support.

- To provide meaningful reports on educational progress to parents.
- To establish explicit guidelines on providing records to parents, stakeholders, and past pupils (over 18).
- To set conditions for how long records are kept and the method of storage.

The Eight Fundamental Principles of Data Protection

1. Collect and process data fairly.
2. Keep data only for specified, explicit, and lawful purposes.
3. Do not use or disclose data in a way incompatible with those purposes.
4. Keep information and data safe and secure.
5. Keep data accurate, complete, and up to date.
6. Ensure data is adequate, relevant, and not excessive.
7. Do not keep data longer than necessary.
8. Provide a copy of personal data to the individual upon request.

Scope

- **Data:** Information in a form that can be processed, including automated data (computer) and manual data (relevant filing systems).
- **Relevant Filing System:** Any structured set of information regarding individuals that allows easy access to specific information.
- **Personal Data:** Data relating to an identifiable individual from that data or in conjunction with other information held by the Data Protection Officer.

Guidelines

The Board of Management is the Data Controller.

Personal Data:

- Includes name, address, DOB, gender, nationality, ethnic origin (optional), religion (optional), medical details, diet, PPSN, contact details, and parents' names.
- Medical records are kept in a folder with medical administration permission in locked cabinets by the Special Educational Needs Coordinator (SENC).
- Supervision pages are kept by class teachers in opaque folders in locked drawers and given to the SENC at the end of the year for storage.
- Reports/assessments are kept in locked filing cabinets in the SENC office.
- Past pupil records are kept in the Archive, which is always locked.
- Records are kept in paper form (locked cupboards) and electronic form (password-protected school computers/databases, including Aladdin). The Principal, Secretary, and Chairperson have access if necessary.

Student Records:

- Teachers keep records in locked cabinets. The school uses the Aladdin electronic system. Original psychological/clinical/OT/S&L documents are kept in the SENC room.

Staff Data:

- Includes personal and professional info: name, address, payroll number, attendance, qualifications, sick leave, Teaching Council certificates, Vetting disclosures, CPD, CVs, and seniority.
- Kept in locked cupboards in the Principal's office; basic info is available in the Secretary's office. Access is restricted to the Principal, Chairperson, and Secretary.

Administrative Data:**These data consist of:**

- Supervision pages – Enter serious incidents into the booklet in the office.
- Keep the pages in a folder in a locked drawer in the classroom once completed and give them to the secretary at the end of the school year.
- Indemnity Forms for Medical Administration.
- Policies.
- Files for HSE, Tusla, Gardaí, Aladdin, and Department of Education.
- Accounts.
- Attendance Reports.
- Some of these records are kept in paper form in the secretary's office, and others in the Principal's office.
- Some are kept in electronic form on the school database – which is currently Aladdin.

Board of Management Files:

Board of Management files usually include the following data:

- Names and contact details of every member of the Board
- Appointment details of the Board
- School accounts, grant payments, school contribution payments, etc.
- Minutes of Board meetings
- Correspondence to the Board which may include references to individuals

A number of records are kept in the Principal's office. The Principal maintains these records in paper form, and they are also available in electronic form on the Principal's computer. These are accessible to the Chairperson and, if necessary, the Treasurer.

Garda E-Vetting Policy:

- As part of the Garda E-Vetting policy, people (including parents) who have regular contact with school children while supporting the school in various roles are vetted through the school's Patron. The information collected is private and confidential, and the information that comes back from the school's Patron is seen only by the principal and a designated person from the Board of Management (the Chairperson). This information is stored in the principal's office.

Access to Records:

The following groups will have access to the data set out above where relevant and appropriate:

- Parents/guardians
- Past pupils over 18 years of age
- Health Service Executive (HSE) / external agency / above-named school personnel
- The Department of Education
- Primary and second-level schools (where appropriate)

Parents must give permission in writing or by email in cases where data is transferred to outside agents, for example, health professionals etc. If outside agents wish to request access to records, they must submit the request in writing. The right to erasure and rectification of data exists if any errors need to be corrected – this is done according to the proper authorization and the same procedures in writing to the Data Protection Officer.

Responding to Requests

The Board will respond to a request within 30 days of the application.

Annual School Reports

A standardized school report form is used and this is issued in June.

Transferring to another school

The Education Passport for students in 6th Class is sent to the appropriate secondary school after receiving confirmation from the secondary school that they are registered there. If a transfer occurs in any other year, written permission is obtained from the parent/guardian to provide this information to the new school.

Storage:

- Student records are stored in the school until the student is twenty-five years of age.
- The records are kept in a file within a storage room and on the school database.
- See Appendix 1.
- The records and computer systems are password protected.
- Records for every staff member are stored in the school according to the guidelines in Appendix 1.
- The records are stored according to departmental guidelines.
- Every teacher keeps a student profile and a number of records in their own classroom, and these are passed on to the next teacher when the student moves to the next class.
- Waste paper/printouts are shredded/disposed of carefully.
- Only authorized personnel have access to the stored records.

Note: there is further information regarding storage and time periods in Appendix 1.

Electronic Data Storage

We collect and process children's personal data to administer our students' education. We place the children's data into the school's Management Information System, Aladdin. Aladdin is secure software owned and run by Cloudware Ltd (T/A Aladdin Schools), and the data is processed solely for this purpose.

School data will be hosted off-site by a contracted company, such as Aladdin Connect at present. Aladdin Connect is used to obtain permission for trips, walks, special visits, etc. A certain amount of electronic data will be secured within the school. We will ensure that this information is safe and that encryption has been performed. Information/data will be backed up to the company employed by the school. We will ensure that encryption is applied while the information is being sent and again while it is being stored.

Among the educational platforms in use at Scoil na bhForbacha are: Google Classroom, Zoom, and Aladdin.

Reporting Data Breaches

If a breach of the school's data protection policy occurs, the school's Board of Management will investigate the matter. If a breach occurs or if personal data is lost from the school, it will be reported to the Office of the Data Protection Commissioner within 72 hours, even if the investigation has not been completed. If it is thought that harm could come to a person as a result of a data breach, the individual will be informed as soon as possible.

Photo Permission

Permission is sought from parents when they are registering their child in the school on the understanding that photographs of their child will be taken at school events / activities and that they will be used on the school's communication platform. It is possible to withdraw that permission at any time by writing to the school's Board of Management.

Success Criteria:

- Compliance with the Data Protection Acts and the Statute of Limitations
- Easy access to records
- A framework established for the ease of compiling and providing reports
- Manageable storage of records
- A system of codes for staff on the photocopying machines

Roles & Responsibilities

The school staff, under the direction of the Principal, will implement and monitor the policy. Every teacher will design, administer, and record all class tests. The Principal will ensure that records are maintained and stored.

Review

This policy will be reviewed as necessary.

Ratification and Communication

This policy was ratified at a Board of Management meeting. A copy of this policy will be made available to staff members, the Parents' Committee, and all parents via the school website.


Cathaoirleach


Príomhoide

Dáta: 7ú Bealtaine, 2026

Appendix 1: Retention Periods

Students

- **Registration Forms:** Until the student is 25 years old
- **Standardized Test Results:** Until the student is 25 years old
- **Psychological Assessments etc.:** Forever
- **IEP/Special Education Folders:** Forever
- **Accident Reports:** Forever
- **Child Protection Records/Reports:** Forever
- **Section 29 Appeals:** Forever
- **Roll Books:** Forever
- **Disciplinary Notes:** Forever
- **Bullying incidents (alleged or proven):** Forever

Interviews & Staff

- **Notes from the Interview Board, Marking Scheme, Board of Management notes (applicants not appointed):** 18 months from the end of the competition
- **Employment contract:** Duration of employment plus 7 years
- **Registration with the Teaching Council:** Duration of employment plus 7 years
- **Reporting regarding accidents/injury in the workplace:** Duration of employment plus 7 years
- **Garda E-Vetting Disclosure:** 3 years from the date of disclosure

Board of Management

- **BOM Register & Minutes:** Forever
- **Notes taken by board members at the meeting:** Delete/destroy at the end of the meeting
- **CCTV Recording (Signs must be posted & policy in place or recording is not permitted):** Usually 28 days, but if there is a criminal investigation they are to be kept for that period
- **Payroll & Tax:** 6 years after the end of that year
- **Invoices/receipts:** 7 years
- **Audited Accounts:** Forever
- **Health & Safety - accidents at school:** 10 years