

Data Protection Policy



Sixmilebridge NS

Contents

[1. Introductory Statement 3](#_Toc529348499)

[2. Relationship to characteristic spirit of the School: 3](#_Toc529348500)

[3. Data Protection Principles 3](#_Toc529348501)

[3.1 Obtain and process Personal Data fairly 3](#_Toc529348502)

[3.2 Consent 3](#_Toc529348503)

[3.3 Keep it only for one or more specified and explicit lawful purposes 4](#_Toc529348504)

[3.4 Process it only in ways compatible with the purposes for which it was given initially 4](#_Toc529348505)

[3.5 Keep Personal Data safe and secure 4](#_Toc529348506)

[3.6 Keep Personal Data accurate, complete and up-to-date 4](#_Toc529348507)

[3.7 Ensure that it is adequate, relevant and not excessive 4](#_Toc529348508)

[3.8 Retain it no longer than is necessary for the specified purpose 4](#_Toc529348509)

[3.9 Provide a copy of their personal data to any individual on request 4](#_Toc529348510)

[4. Scope 4](#_Toc529348511)

[5. Definition of Data Protection Terms 5](#_Toc529348512)

[6. Rationale 5](#_Toc529348513)

[7. Other Legal Obligations 6](#_Toc529348514)

[8. Personal Data 6](#_Toc529348515)

[8.1. Staff records: 7](#_Toc529348516)

[8.2 Pupil records: 7](#_Toc529348517)

[8.3 Board of Management records: 8](#_Toc529348518)

[8.4 Other Records: Creditors 9](#_Toc529348519)

[8.5 Other Records: Charity Tax-back Forms 9](#_Toc529348520)

[9. CCTV images/recordings: 9](#_Toc529348521)

[10. Assessment results 10](#_Toc529348522)

[11. Processing in line with a data subject’s rights 10](#_Toc529348523)

[12. Data Processors 10](#_Toc529348524)

[13. Personal Data Breaches 10](#_Toc529348525)

[14. Dealing with a Data Access Request 10](#_Toc529348526)

[15. School Website 11](#_Toc529348527)

[16. Implementation arrangements, roles and responsibilities 11](#_Toc529348528)

[17. Ratification & communication 11](#_Toc529348529)

[18. Monitoring the implementation of the policy 11](#_Toc529348530)

[19. Reviewing and evaluating the policy 11](#_Toc529348531)

[20. Appendices 12](#_Toc529348532)

[Data Retention Periods for schools 13](#_Toc529348533)

[Data 13](#_Toc529348534)

[Retention Periods 13](#_Toc529348535)

[Pupil Related 13](#_Toc529348536)

[Interview Records 13](#_Toc529348537)

[Staff Records 13](#_Toc529348538)

[BoM Records 13](#_Toc529348539)

[Personal Data Access Request Form 14](#_Toc529348540)

[Request for a copy of Personal Data under the Data Protection Acts 1988 to 2018 14](#_Toc529348541)

[1. Email address 16](#_Toc529348542)

[2. Web Site Use Information 16](#_Toc529348543)

[3. How Do We Use the Information That You Provide to Us? 16](#_Toc529348544)

[4. Disclosure to Other People: 16](#_Toc529348545)

[5. IP Addresses: 17](#_Toc529348546)

[6. Contacting Us 18](#_Toc529348547)

## Introductory Statement

The school’s Data Protection Policy applies to the ***personal data*** held by the school’s Board of Management (BoM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR).

The policy applies to all school staff, the Board of Management, parents/guardians, pupils and others (including prospective or potential pupils and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school.

Sixmilebridge NS operates a “***Privacy by Design***” method in relation to Data Protection. This means we plan carefully when gathering personal data so that we build in the ***data protection principles*** as integral elements of all data operations in advance. We audit the personal data we hold in order to:

* be able to provide individuals with access to their data
* ensure it is held securely
* document our data protection procedures
* enhance accountability and transparency.

## Relationship to characteristic spirit of the School:

The school aims to:

1. create a climate of physical, emotional, social, and intellectual safety for all, a well-ordered environment, conducive to learning and the holistic development of the child
2. create opportunities within the school day for children to develop independence and personal responsibility
3. create a school environment in which children from all backgrounds are conscious of their own value while being made aware of the possibilities the world has to offer them
4. foster a sense of responsibility to self, community and the wider world
5. help children acquire knowledge and skills and explore their talents and skills.
6. encourage tolerance and respect for others

We aim to achieve these goals while respecting the privacy and data protection rights of pupils, staff, parents/guardians and others who interact with us. The school wishes to achieve these aims/missions while fully respecting individuals’ rights to privacy and rights under the Data Protection legislation.

## Data Protection Principles

The school BoM is a *data controller* of *personal data* relating to its past, present and future staff, pupils, parents/guardians and other members of the school community. As such, the BoM is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR, which can be summarised as follows:

* 1. *Obtain and process Personal Data fairly*

Information on pupils is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of pupils, etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly.

* 1. *Consent*

Where consent is the basis for provision of personal data, the consent must be a freely-given, specific, informed and unambiguous indication of the data subject’s wishes. Sixmilebridge NS will require a clear, affirmative action e.g. ticking of a box/signing a document to indicate consent. Consent can be withdrawn by data subjects in these situations.

* 1. *Keep it only for one or more specified and explicit lawful purposes*

The BoM will inform individuals of the reasons they collect their data and the uses to which their data will be put. All information is kept with the best interest of the individual in mind at all times.

* 1. *Process it only in ways compatible with the purposes for which it was given initially*

Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a ‘need to know’ basis, and access to it will be strictly controlled.

* 1. *Keep Personal Data safe and secure*

Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored under lock and key in the case of manual records and protected with computer software and password/ encryption protection in the case of electronically stored data. Portable devices storing personal data (such as laptops) are password-protected.

* 1. *Keep Personal Data accurate, complete and up-to-date*

Pupils, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual’s data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records.

* 1. *Ensure that it is adequate, relevant and not excessive*

Only the necessary amount of information required to provide an adequate service will be gathered and stored.

* 1. *Retain it no longer than is necessary for the specified purpose*

As a general rule, the information will be kept for the duration of the individual’s time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data relating to a pupil. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. See *School Record Retention* table.

* 1. *Provide a copy of their personal data to any individual on request*

Individuals have a right to know and have access to a copy of personal data held about them, by whom, and the purpose for which it is held.

## Scope

The Data Protection legislation applies to the keeping and processing of *Personal Data*. The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to School staff, and to inform staff, pupils and their parents/guardians how their data will be treated.

The policy applies to all school staff, the Board of Management, parents/guardians, pupils and others (including prospective or potential pupils and their parents/guardians, and applicants for staff positions within the school) insofar as the school handles or processes their *Personal Data* in the course of their dealings with the school.

## Definition of Data Protection Terms

In order to properly understand the school’s obligations, there are some key terms, which should be understood by all relevant school staff:

Personal Data means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (BoM).

Data Controller is the Board of Management of the school.

Data Subject ***-*** is an individual who is the subject of personal data.

Data Processing - performing any operation or set of operations on data, including:

* Obtaining, recording or keeping the data,
* Collecting, organising, storing, altering or adapting the data
* Retrieving, consulting or using the data
* Disclosing the data by transmitting, disseminating or otherwise making it available
* Aligning, combining, blocking, erasing or destroying the data.

Data Processor - a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work. The Data Protection legislation places responsibilities on such entities in relation to their processing of the data. Examples of Data Processors include:

* Aladdin School Management System
* Department of Education and Skills
* Schools-Accounting Payroll Service
* All Star Shredding - Confidential Shredding Service

Special categories of Personal Data refers to *Personal Data* regarding a person’s

* racial or ethnic origin
* political opinions or religious or philosophical beliefs
* physical or mental health
* sexual life and sexual orientation
* genetic and biometric data
* criminal convictions or the alleged commission of an offence
* trade union membership

Personal Data Breach ***–*** a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it occurs.

## Rationale

In addition to its legal obligations under the broad remit of educational legislation, the school has a legal responsibility to comply with the Data Protection Acts 1988 to 2018 and the GDPR.

This policy explains what sort of data is collected, why it is collected, for how long it will be stored and with whom it will be shared. The school takes its responsibilities under data protection law very seriously and wishes to put in place safe practices to safeguard individual’s personal data. It is also recognised that recording factual information accurately and storing it safely facilitates an evaluation of the information, enabling the Principal and Board of Management to make decisions in respect of the efficient running of the School. The efficient handling of data is also essential to ensure that there is consistency and continuity where there are changes of personnel within the school and Board of Management.

## Other Legal Obligations

Implementation of this policy takes into account the school’s other legal obligations and responsibilities. Some of these are directly relevant to data protection. ***For example:***

Under Section 9(g) of the [Education Act, 1998](http://acts2.oireachtas.ie/zza51y1998.1.html), the parents of a pupil, or a pupil who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the pupil in their education.

Under Section 20 of the [Education (Welfare) Act, 2000](http://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf), the school must maintain a register of all pupils attending the School.

Under **S**ection 20(5) of the Education (Welfare) Act, 2000, a Principal is obliged to notify certain information relating to the child’s attendance in school and other matters relating to the child’s educational progress to the Principal of another school to which a pupil is transferring. Sixmilebridge NS sends, by post, a copy of a child’s *Passport,* as provided by the National Council for Curriculum and Assessment, to the Principal of the Post-Primary School in which the pupil has been enrolled.

Where reports on pupils which have been completed by professionals, apart from school staff, are included in current pupil files, such reports are only passed to the Post-Primary school following express written permission having been sought and received from the parents of the said pupils.

Under Section 21 of the [Education (Welfare) Act, 2000](http://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf), the school must record the attendance or non-attendance of pupils registered at the school on each school day.

Under Section 28 of the [Education (Welfare) Act, 2000](http://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf), the School may supply *Personal Data* kept by it to certain prescribed bodies (the Department of Education and Skills, HSE, Túsla, the National Council for Special Education and other schools). The BoM must be satisfied that it will be used for a ‘relevant purpose’.

Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers) such information as the Council may from time to time reasonably request.

The Freedom of Information Act 1997 provides a qualified right to access to information held by public bodies which does not necessarily have to be “personal data”, as with data protection legislation. While most schools are not currently subject to freedom of information legislation, (with the exception of schools under the direction of Education and Training Boards), if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed by that body if a request is made to that body.

Under Section 26(4) of the Health Act, 1947 a School shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection.

Under Children First Act 2015*, mandated persons in* schools have responsibilities to report child welfare concerns to TUSLA- Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána).

## Personal Data

The *Personal Data* records held by the school **may** include:

## 8.1. Staff records:

1. *Categories of staff data:*

As well as existing members of staff (and former members of staff), these records may also relate to applicants applying for positions within the school, trainee teachers and teachers under probation. These staff records may include:

* Name, address and contact details, PPS number
* Name and contact details of next-of-kin in case of emergency
* Original records of application and appointment to promotion posts
* Details of approved absences (career breaks, parental leave, study leave, etc.)
* Details of work record (qualifications, classes taught, subjects, etc.)
* Details of any accidents/injuries sustained on school property or in connection with the staff member carrying out their school duties
* Records of any reports the school (or its employees) have made in respect of the staff member to State departments and/or other agencies under Children First Act 2015.

1. Purposes:

Staff records are kept for the purposes of:

* the management and administration of school business (now and in the future)
* to facilitate the payment of staff, and calculate other benefits/entitlements (including reckonable service for the purpose of calculation of pension payments, entitlements and/or redundancy payments where relevant)
* to facilitate pension payments in the future
* human resources management
* recording promotions made (documentation relating to promotions applied for) and changes in responsibilities, etc.
* to enable the school to comply with its obligations as an employer, including the preservation of a safe, efficient working and teaching environment (including complying with its responsibilities under the Safety, Health and Welfare at Work Act 2005)
* to enable the school to comply with requirements set down by the Department of Education and Skills, the Revenue Commissioners, the National Council for Special Education, TUSLA, the HSE, and any other governmental, statutory and/or regulatory departments and/or agencies
* and for compliance with legislation relevant to the school.

1. Location and Security procedures:
   1. Manual records are kept in a secure, locked filing cabinet in a locked administration office only accessible to personnel who are authorised to use the data. Employees are required to maintain the confidentiality of any data to which they have access.
   2. Digital records are stored on password-protected computer with adequate encryption and firewall software.

## 8.2 Pupil records:

1. Categories of pupil data:

These may include:

* Information which may be sought and recorded at enrolment and may be collated and compiled during the course of the pupil’s time in the school. These records may include:
  + name, address and contact details, PPS number
  + date and place of birth
  + names and addresses of parents/guardians and their contact details (including any special arrangements with regard to guardianship, custody or access)
  + religious belief
  + racial or ethnic origin
  + membership of the Traveller community, where relevant
  + whether they (or their parents) are medical card holders
  + whether English is the pupil’s first language and/or whether the pupil requires English language support
  + any relevant special conditions (e.g. special educational needs, health issues, etc.) which may apply
* Information on previous academic record (including reports, references, assessments and other records from any previous school(s) attended by the pupil
* Psychological, psychiatric and/or medical assessments
* Attendance records
* Photographs and recorded images of pupils (including at school events and noting achievements) are managed in line with the accompanying policy on school photography
* Academic record – subjects studied, class assignments, assessment results as recorded on official School reports
* Records of significant achievements
* Whether the pupil is exempt from studying Irish
* Records of disciplinary issues/investigations and/or sanctions imposed
* Referrals to outside agencies

School Support Documents/ Individual Learning Plans

* Other records e.g. records of any serious injuries/accidents, etc.
* Records of any reports the school (or its employees) have made in respect of the pupil to State Departments and/or other agencies under Children First Act 2015.

1. Purposes: The purposes for keeping pupil records include:

* to enable each pupil to develop to his/her full potential
* to comply with legislative or administrative requirements
* to ensure that eligible pupils can benefit from the relevant additional teaching or financial supports
* to support the provision of religious instruction
* to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child’s educational progress or to inform parents of school events, etc.
* to meet the educational, social, physical and emotional requirements of the pupil
* photographs and recorded images of pupils are taken to celebrate school achievements, e.g. compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the ‘*School Photography Policy’* and ‘*School Website Privacy Statement’*.
* to ensure that the pupil meets the school’s admission criteria
* to ensure that pupils meet the minimum age requirement for attendance at Primary School.
* to ensure that any pupil seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities
* to furnish documentation/information about the pupil to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other schools, etc. in compliance with law and directions issued by government departments
* to furnish, when requested by the pupil (or their parents/guardians in the case of a pupil under 18 years) documentation/information/references to second-level educational institutions.

1. (Location and Security procedures as above):

## 8.3 Board of Management records:

1. Categories of Board of Management data:

* Name, address and contact details of each member of the Board of Management (including former members of the Board of Management)
* Records in relation to appointments to the Board
* Minutes of Board of Management meetings and correspondence to the Board which may include references to individuals.

1. Purposes:

To enable the Board of Management to operate in accordance with the Education Act 1998 and other applicable legislation and to maintain a record of Board appointments and decisions.

1. (Location and Security procedures as above)

## 8.4 Other Records: Creditors

1. Categories of Board of Management data:

The school may hold some or all of the following information about creditors (some of whom are self-employed individuals):

* name
* address
* contact details
* PPS number
* tax details
* bank details and
* amount paid

1. Purposes: The purposes for keeping creditor records are:

This information is required for routine management and administration of the school’s financial affairs, including the payment of invoices, the compiling of annual financial accounts and complying with audits and investigations by the Revenue Commissioners.

1. (Location and Security procedures as above):

## 8.5 Other Records: Charity Tax-back Forms

1. Categories of Board of Management data:

The school may hold the following data in relation to donors who have made charitable donations to the school:

• name

• address

• telephone number

• PPS number

• tax rate

• signature and

• the gross amount of the donation.

1. Purposes: The purposes for keeping creditor records are:

Schools are entitled to avail of the scheme of tax relief for donations of money they receive. To claim the relief, the donor must complete a certificate (CHY2) and forward it to the school to allow it to claim the grossed up amount of tax associated with the donation. The information requested on the appropriate certificate is the parents’ name, address, PPS number, tax rate, telephone number, signature and the gross amount of the donation. This is retained by the School in the event of audit by the Revenue Commissioners.

1. (Location and Security procedures as above):

## CCTV images/recordings:

CCTV is installed at the school as follows:

* cameras are installed externally on perimeter walls on each side of the school building
* cameras are installed internally in the foyer covering the main entrances to the school.

The purpose of the school’s CCTV system is safety and security of staff, pupils and visitors and to safeguard school property and equipment.

Access to images/recordings is restricted to the Principal and Deputy Principal of the school. Recordings are retained for 28 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána pursuant to Data Protection Acts legislation.

## Assessment results

The school will hold data comprising assessment results in respect of its pupils. These may include class, mid-term, annual and continuous assessment results, diagnostic test results and the results of Standardised Tests.

The main purpose for which these assessment results are held is to monitor a pupil’s progress and to provide a sound basis for advising them and their parents or guardian about educational attainment levels and recommendations for the future. The data may also be aggregated for statistical/reporting purposes, such as to compile results tables. The data may be transferred to the Department of Education and Skills, the National Council for Curriculum and Assessment and other schools to which pupils move.

## Processing in line with a data subject’s rights

Data in this school will be processed in line with the data subject's rights. Data subjects have a right to:

* Know what personal data the school is keeping on them
* Request access to *any data* held about them by a data controller
* Prevent the processing of their data for direct-marketing purposes
* Ask to have inaccurate data amended
* Ask to have data erased once it is no longer necessary or irrelevant.

## Data Processors

Where the school outsources to a data processor off-site, it has a written contract in place (*Written Third party service agreement*) which includes a Privacy Statement from the Data Processor. The third party agreement specifies the conditions under which the data may be processed, the security conditions attaching to the processing of the data and that the data must be deleted or returned upon completion or termination of the contract. A copy of the Privacy Statement is available upon request.

## Personal Data Breaches

All incidents in which personal data has been put at risk must be reported to the Office of the Data Protection Commissioner within 72 hours.

When the personal data breach is likely to result in a high risk to the rights and freedoms of natural persons, the BoM must communicate the personal data breach to the data subject without undue delay.If a data processor becomes aware of a personal data breach, it must bring this to the attention of the data controller (BoM) without undue delay.

## Dealing with a Data Access Request

Individuals are entitled to a copy of their personal data on written request using the Personal Data Access Request Form.

The individual is entitled to a copy of their personal data.

The request must be made using the Personal Data Access Request Form.

Request must be responded to within one month. An extension may be required e.g. over holiday periods.

No fee may be charged except in exceptional circumstances where the requests are repetitive or manifestly unfounded or excessive.

No personal data can be supplied relating to another individual apart from the data subject.

An employee dealing with telephone enquiries should be careful about disclosing any personal information held by the school over the phone. In particular, the employee should:

* Ask that the caller put their request in writing
* Refer the request to the Principal for assistance in difficult situations
* Not feel forced into disclosing personal information.

## School Website

The school website address is [www.sixmilebridgens.ie](http://www.sixmilebridgens.ie).

The school is committed to preserving the privacy of all visitors to our website. This privacy statement relates to our practices in connection with our website and is designed to assist visitors in understanding how we collect, use and safeguard the personal information provided and to assist visitors in making informed decisions when using our site and our services. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information using the “Contact us” form.

The School Website Privacy Statement is appended to this policy.

## Implementation arrangements, roles and responsibilities

The BoM is the data controller and the Principal implements the Data Protection Policy, ensuring that staff who handle or have access to *Personal Data* are familiar with their data protection responsibilities

The following personnel have responsibility for implementing the Data Protection Policy:

**Name Responsibility**

Board of Management: Data Controller

Principal Oversee Implementation of Policy

Staff Implementation of Policy

## Ratification & communication

Ratified at the BoM meeting and signed by Chairperson. Secretary recorded the ratification in the Minutes of the meeting.

This policy has been provided to school staff and is available for the school community on the school website.

## Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management.

## Reviewing and evaluating the policy

The policy will be reviewed and evaluated after 2 years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, pupils, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning

Signed: Ms. Marie Cooney

*For and behalf of Board of Management*

Date: Ratified 4th October 2018

## Appendices

1. Schedule of Data Retention Periods
2. Personal Data Access Request Form
3. *School Website Privacy Statement*

**Appendix A: Schedule of Data Retention Periods**

Sixmilebridge NS

# Data Retention Periods for schools

|  |  |
| --- | --- |
| Data | Retention Periods |
| Pupil Related |  |
| School Register/Roll Books  Enrolment Forms  Disciplinary notes  Test Results – Standardised  Psychological Assessments etc.  SEN Files/IEPS  Accident Reports  Child Protection Reports/Records  S.29 Appeals | Indefinitely Hold until Pupil is 25 Years (minimum) Never Destroy Hold until pupil is 25 Years (minimum)  Never Destroy  Never Destroy  Never Destroy Never Destroy Never Destroy |
| Interview Records |  |
| Interview Board  Marking Scheme  Board of Management notes (for unsuccessful candidates) | 18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is being taken |
| Staff Records |  |
| Contract of Employment  Teaching Council Registration  Vetting Records  Accident/Injury at work Reports | Retention for duration of employment + 7 years    (6 years to make a claim against the school plus 1 year for proceedings to be served on school) |
| BoM Records |  |
| BOM Agenda and Minutes  CCTV Recordings  Payroll & Taxation  Invoices/receipts  Audited Accounts | Indefinitely  28 days normally. In the event of criminal investigation – as long as is necessary  Revenue require a 6-year period after the end of the tax year  Retain for 7 Years  Indefinitely |
| ***Why, in certain circumstances, does the Data Protection Commission recommend the holding of records until the former pupil has attained 25 years of age?***  *The reasoning is that a pupil reaches the age of majority at 18 years and that there should be a 6-year limitation period in which it would be possible to take a claim against a school, plus 1 year for proceedings to be served on a school. The Statute of Limitations imposes a limit on a right of action so that after a prescribed period any action can be time barred.* | |

***Appendix B: Personal Data Access Request Form***

# Personal Data Access Request Form

Sixmilebridge NS

## Request for a copy of Personal Data under the Data Protection Acts 1988 to 2018

**Important: Proof of Identity** **must accompany this Access Request Form (eg. official/State photographic identity document such as driver’s licence, passport).**

|  |  |
| --- | --- |
| Full Name: | |
| Maiden Name *(if name used during* your school duration*)* | |
| Address: | |
| Contact number \* | Email addresses \* |

\* We may need to contact you to discuss your access request

**Please tick the box which applies to you:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parent/ Guardian of current Pupil**  🞏 | | **Former Pupil**  🞏 | | **Current Staff Member**  🞏 | **Former Staff Member:**  🞏 |
|  | | | | | |
| Name of Pupil: | | | | Date of Birth of Pupil: | |
| Insert Year of leaving: |  | | Insert Years From/To: | |  |

I, ……………………………………………… [name] wish to make an Access Request for a copy of personal data that *St. Finnachta’s NS Sixmilebridge>* holds about me/my child. I am making this access request under Data Protection Acts 2013 to 2018

To help us to locate your personal data, please provide details below, which will assist us to meet your requirements e.g. description of the category of data you seek

Any other information relevant to your access request (e.g. if requesting images/recordings made by CCTV, please state the date, time and location of the images/recordings as otherwise it may be very difficult or impossible for the school/ETB to locate the data)

This **Access Request** must be accompanied with a copy of photographic identification e.g., passport or drivers licence. I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of Applicant ………………………………………………………… Date: …………………….

Please return this form to the relevant address:

**To the Chairperson of Board of Management, Sixmilebridge National School, Sixmilebridge, Co. Clare.**

***Appendix C: School Website Privacy Statement***

School Website Privacy Statement

SIXMILEBRIDGE NATIONAL SCHOOL WEBSITE PRIVACY STATEMENT

**Sixmilebridge NS** is committed to preserving the privacy of all visitors to **www.sixmilebridegns.ie** (“our website”). This privacy statement relates to our practices in connection with our website and is designed to assist you in understanding how we collect, use and safeguard the personal information you provide to us and to assist you in making informed decisions when using our site and our services. Sixmilebridge NS fully respects your right to privacy. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information using the “***Contact us***” form.

By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts 1988 to 2018, the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011 and the EU General Data Protection Regulation (GDPR). Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

**What Information Do We Collect?**

When you visit our website you may provide us with two types of information:

* Personal information you knowingly choose to disclose that is collected on an individual basis, and
* Statistical web site use information collected on an aggregate basis as you and others browse through our website(s)

**Information, Personal aND NON-PERSONAL, You Choose to Provide**

## Email address

When you visit our website you may wish to provide certain information about yourself, such as when you complete our “***Contact Us***” form. **Sixmilebridge NS** does not collect any personal data about you on this website, apart from the information which you volunteer to send us in the “***Contact Us***” form

## Web Site Use Information

Where you visit our website, certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, non-individual basis. This information may include the IP address from which you access our website, the type of internet browser used to access our website, the type of operating system used to access our website, the “top-level” domain name used (ie, .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website

## How Do We Use the Information That You Provide to Us?

Any information, which you provide using the “***Contact Us***” form, is not made available to any third parties and is only used by **Sixmilebridge NS** in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the “***Contact Us***” form or to address any other feedback which you send us in the “***Contact Us***” form)

## Disclosure to Other People:

We do not disclose, sell or distribute any personal information which you send to us to any third parties. We may pass aggregate information on the usage of our site to third parties, but this will not include information that can be used to identify you. Your personal data may also be anonymised and used for statistical purposes. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## IP Addresses:

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to help identify you and to gather broad demographic information.

**What Are Cookies?**

Cookies are a feature of web browser software that allows web servers to recognise the computer used to access a website. Cookies are small pieces of data that are stored by a user's web browser on the user's hard drive

Cookies can remember what information a user accesses on one web page to simplify subsequent interactions with that web site by the same user or to use the information to streamline the web page and to complete commercial transactions over the Internet. Cookies should make your online experience easier and more personalized

*Our website uses cookies to keep track of your access to the site.* *By using our website, you agree that we can place these types of cookies on your device*

Your browser will give you the option of preventing websites using cookies, or deleting cookies that have been accepted. Your browser’s help service or help manual will show you how this is done. If you do not want your browser to accept cookies, you can “turn off” the cookie acceptance setting on your browser setting. However you must note that this may stop our website from working properly on your device. If you do not change your browser settings to refuse cookies, our website will issue cookies when you visit our website. If you continue to use our website, you agree and consent to our use of cookies on your device.

**Security**

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under Data Protection Acts 1988 to 2018. We take our security responsibilities seriously, employing appropriate physical and technical measures. We review our security procedures regularly

**Retention**

We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us. Any personal data which you provide to us using this website will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the “***Contact Us***” form or to address any other feedback which you send us in the “***Contact Us***” form) and after this purpose has been completed, we will delete your personal data.

**Accessing Your Information**

You are entitled to see the information we hold about you. On written request, we supply copies of your personal data, which you may have supplied to us using our website. If you wish to obtain copies of this personal data, you should write to the Board of Management of Sixmilebridge NS at Sixmilebridge, Co. Clare and ask that it provides you with an Access Request Form. Your request will be dealt with as soon as possible and will not take more than a month to process. If you discover that Sixmilebridge NS holds inaccurate information about you, you can request that we correct/delete that information.

**Websites Linked to Our Website**

Our website may, from time to time, contain links to and from third party websites. We are not responsible for the practices employed by websites linked to or from our website nor the information or content contained therein. Often links to other websites are provided solely as pointers to information on topics that may be useful to the users of our website

Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding

By using our website you consent to our collection and use of your personal information as described in this Privacy Policy. If we change our privacy policies and procedures, we will post those changes on our website to keep you abreast of any developments.

## Contacting Us

If you are concerned about how your personal data is processed by our website, please bring your concerns to our attention using the contact details below:

The Board of Management,

Sixmilebridge NS,

Sixmilebridge,   
Co. Clare

or by email to [**info@sixmilebridgens.ie**](mailto:info@sixmilebridgens.ie)