

LINN DARA SCHOOL
Roll No. 196300
Data Protection Policy

General

Linn Dara School is designated by the Department of Education and Skills (DES) as a Special School for students experiencing Severe Emotional Disturbance. The school depends on grants and fulltime teacher resources provided by the DES. It operates within the regulations laid down from time to time by the DES in so far as is possible in the particular context. The function and purpose of Linn Dara School is to provide continuity of educational provision for children and young people who are temporarily absent from school due to their medical needs and who are admitted to either the Linn Dara Child & Adolescent Inpatient Unit or the Linn Dara Child & Adolescent Day Hospital. Our vision is to be a centre of excellence which offers high quality educational experiences and support for all children and young people in a caring environment which promotes achievement.

Introduction:

This policy was formulated by Staff and Board of Management of Linn Dara School. The purpose of the policy is to identify the records required to be retained by the school and to ensure confidentiality and manageable procedures in relation to access to such records by parents and stake holders.

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 such as;
 - Education Act, Section 9g requiring a school to provide access to records to students over 18/parents
 - Education Welfare Act – requiring a school to report school attendance and transfer of pupils.

Relationship to School Ethos:

Linn Dara School promotes openness and co-operation between staff, parents and pupils as a means towards providing the caring environment through which a young person can develop and grow to his/her full potential.

Aims/Objectives:

- To ensure the school complies with legislative requirements
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies
- To put in place a proper recording and reporting framework on the educational progress of pupils
- To establish clear guidelines on making these records available to parents and past pupils who are over 18
- To stipulate the length of time records and reports will be retained.

Guidelines:

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

1. Personal Data:

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

2. Student Records:

Student records may contain:

- Personal details of the student
- Medical sensitive data
- School report cards
- Summary of Psychological/Clinical/Occupational Therapy/Speech and Language Assessments
- Standardised Test Results
- Attendance Records
- Screening Test Diagnostic Tests Reports
- Individual Education Plans
- Portfolios of student work e.g. Art
- Details of behavioural incidents or accidents.

3. 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, CPD, curriculum vitae, school returns, classes taught, seniority and supervision payments.

4. Administrative Data:

- Attendance Reports, Roll Book, Registers
- Accident Report Book

- Policies
- HSE files
- Board of Management files
- Accounts

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 authorisation through the same procedures.

Storage:

All records are stored in the school for a minimum of 7 years until the past pupil reaches the age of 21.

A pupil profile and selection of records are held by each teacher in his/her individual classroom and are stored in the school office when a young person is discharged. Access to these stored files is restricted to authorised personnel only. Computerised records and systems are password protected.

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 12/4/2013.

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

Review/Ratification/Communication:

This policy was ratified on 12/4/2013.

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

It will be reviewed every 3 years and amended if necessary.

References:

- Solas (CPSMA) May-June 2001
- Education Act 1998
- Education Welfare Act 2000
- Data Protection Act 2003
- Freedom of Information Act

Policy reviewed:

Ratified by Board of Management:

Signature: _____
Chairperson Board of Management

Date: _____

Review Date: _____