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## **POLASÁI UM CHOSAINT SONRAÍ/ COINNEÁIL TAIFID**

### **Réamhráiteas agus Réasúnaíocht**

Cuireadh an polasáí seo le chéile sa scoilbhliain 2015/2016 i rith lá pleanála. Bhí foireann uile na scoile rannpháirteacht sa phróiseis. Baineann an polasáí leis an bhfoireann agus daltaí ar fad, maraon le pairtnéirí eile lena ndéanann an scoil gnó.

Aithníonn agus glacann an scoil a cuid freagrachtaí maidir leis na rudaí a leanas:

- An tAcht um chosaint Sonraí 1998 agus An tAcht um Chosaint Sonraí (Leasú) 2003
- An tAcht Oideachais 1998, alt 9 (g), a chuireann scoil faoi dhualgas taifead a chur ar fáil do thuismitheoirí agus do iardhaltaí ós cionn 8 mbliana déag d'aois.
- An tAcht Oideachais 1998, alt 22.2 (b), a chuireann dualgas ar scoil measúnú rialta a dhéanamh ar dhaltaí agus na torthaí sin a chuir ar fáil do dhaltaí agus dá dtuismitheoirí go tréimhsiúil.
- An tAcht Oideachais (Leas) 2000, a chuireann dualgas ar scoileanna tinreamh scoile agus aistriú dhaltaí a thuaraisciú.

Déanfaidh Gaelscoil Mhuscraí (an scoil) mar Rialaitheoir Sonraí, gach iarracht réasúnach a freagrachtaí a chomhlíonadh, agus dea-chleachtas i láimhseáil agus úsáid eolais pearsanta a chur chun cinn. Go háirithe, cloífidh an scoil lena prionsabail Cosaint Sonraí mar atá leagtha síos sna hAchtanna Cosaint Sonraí. Sonraíonn na prionsabail seo go mbeidh sonraí:

- Próisithe go cothrom agus go dleathach
- Próisithe d'fheidhmeanna teoranta
- Úsáidte agus nochtaithe i mbealaigh atá comhoiriúnach leis na feidhmeanna seo.
- Leormhaith, ábhartha, gan bheith iomarcach
- Beacht agus suas chun dáta nuair is gá
- Gan bheith coinnithe níos faide ná mar is gá
- Próisithe de réir chearta an ábhair sonraí
- Coinnithe go daingean in áit sábháilte

Caithfidh an rialaitheoir sonraí, cóip de shonraí pearsanta dhuine a thabhairt dó/di má

Iorgaíonn sé/sí é.

## **Gaol le Spioraid sainiúil na scoile.**

Aithníonn Gaelscoil Mhuscraí cearta chun príobháideachta phobail na scoile ar fad.

### **Aidhmeanna an Pholasáí**

- Cinntiú go bhfuil an scoil ag cloí lena dhualgaisí dleathach
- Chun cearta agus príobháideacht daoine atá mar ábhair sonraithe a thagann isteach sa scoil a chosaint. (Pearsanta. Daltaí, riaracháin, Bord Bainistíochta)
- Chun na saghasanna tuairiscí a choinnítear, agus na módhanna imeachta a bhaineann len iad a chuir ar fáil do ghrúpaí ábhartha, tuismitheoirí agus iardhaltaí ós cionn 8 mbliana déag d'aois san áireamh, a shoiléiriú.
- Chun an fad ama ina gcoimeádfar cuntaisí agus comhaid scoile a leagadh amach.

### **Forbhreathnú an Pholasáí**

Feidhmíonn an Príomhoide mar Rialaitheoir Sonraí agus déanann sí maoirsiú ar conas a chuirtear an tAcht Cosaint Sonraí i bhfeidhm sa scoil. Tagann na sonraí faoi chúram an Phríomhoide faoi na teidil a leanas:

#### **1. Sonraí Pearsanta Íogair**

- Creideamh
- Teastaisí míochaine foirne agus comhfhreagras ó ghrúpa Medmark
- Teastas míochaine dhalta
- Sonraí a bhaineann le Cosaint leanaí

#### **2. Sonraí Pearsanta**

- **Sonraí Rollacháin**

Baineann na sonraí seo le sonraí pearsanta na daltaí ar nós ainm, seoladh, dáta breithe, inscne, eolas cothaithe, PPSN

- **Sonraí Foirne**

M.sh. ainmneacha, seoltaí, sonraí teagmhála, uimhir párolla, CV, tuairiscí tinrimh agus cóipeanna de chonraí oibre

- **Sonraí Thuismitheora/Chaomhnóra**

M.sh. Sonraí ar fhoirm clárúcháin dhalta agus íocaíochta déanta leis an scoil

- **Eile**

M.sh. CVs seolta ag daoine ag lorg taithí oibre/ionadaíocht srl coimeáda sa chód

#### **3. Taifead na Daltaí**

- Torthaí scrúdaithe deartha ag múinteoirí
- Torthaí scrúdaithe caighdeánacha
- Cóip de POA (Plean Oideachais Aonair do dhaltaí le riachtanais speisialta oideachais)
- Plean Iompair agus Pleananna tacaíochta ranga (nuair is gá)
- Tuairiscí rúnda
- Comhfhreagras ó thuismitheoirí

- Cóipeanna de Ordú Cúirte maidir le rochtain
- Tuairisc dheireadh na bliana
- Faomhadh acmhainní ón NCSE
- Taifead de mhí-iompar tútach uafásach
- Taifead de chruinnithe idir tuismitheoirí agus an Príomhoide
- Cárta taifid do chruinnithe tuistí/múinteoirí
- Foirmeacha indeimnithe leighis
- Litreacha aistriúcháin
- Cóipeanna de chomhfhreagras a seoladh ag gníomhaireachtaí seachtracha

#### **4. Sonraí Riaracháin**

- Dialainn tuairisc clóis (taifead d'eachtraí sa chlós)
- Leabhair rollaí, tinrimh agus POD.

#### **5. An Bord Bainistíochta**

- Claráinn fillteán miontuairiscí cruinnithe Boird cinntí an Bhoird agus é i mbun a dhualgas reachtúil. I measc páipéarachas san fhilleán tá
  - (i) comhfhreagras neamhrialta faighte agus pléite ag an mBord,
  - (ii) cóipeanna de thuairiscí airgeadais curtha os comhair an Bhoird,
  - (iii) cóipeanna de thuairiscí an Phríomhoide curtha faoi bhráid an Bhoird agus
  - (iv) aon cháipéisí eile a mhothaíonn an Bord, atá oiriúnach le bheith curtha san fhilleán.
  - Gearáin curtha faoi bhráid an Bhoird agus aon comhfhreagras a bhaineann leis
  - Sonraí Párolla
  - Sonraí Airgeadais

#### **Nochtadh taifid**

Is féidir gnéithe de na sonraí thuas a nochtadh do na daoine a leanas, nuair a bhíonn sé ábhartha agus oiriúnach, le cead an Rialathóra Sonraí:

- Tuismitheoirí/Caomhnóirí, iardhaltaí os cionn 8 mbliana déag d'aois
- Foireann scoile
- Gníomhaireachtaí seachtracha ar nós an ROE, HSE, (NCSE srl san áireamh)
- Scoileanna eile ag a bhfuil páistí ag aistriú chucu

Lorgófar cead ó thuistí sula scaoiltear aon eolas le gníomhaireachtaí seachtracha. Caithfidh gníomhaireachtaí seachtracha nochtadh sonraí a lorg i scríbhinn. Caithfidh tuismitheoirí/caomhnóirí iarratais a dhéanamh chuig an Riarathóir sonraí i scríbhinn chomh maith.

#### **Ag tabhairt freagra d'Iarratais**

Tabharfaidh an Riarathóir Sonraí freagra d'iarratais taobh istigh de 40 lá den iarratas.

#### **Treoirínte ar Am coinneála do Shonraí**

Coimeádfar sonraí fad is atá daltaí ag freastal ar an scoil/ ball foirne fostaithe sa scoil agus ar feadh tréimhse breise idir 1 agus 8 mbliana. I gcásanna áirithe, d'fhéadfaí roinnt sonraí a choimeád níos faide ná seo.

## **Sonraí Pearsanta agus taifead ar dhaltaí**

Coinneofar na rudaí a leanas ar feadh ocht mbliana tar éis do pháiste an scoil a fhágáil:

- Cártaí tuairisce chruinnithe tuistí/múinteoirí
- Tuairiscí scoile deireadh na bliana, gach bliain
- Torthaí scrúdaithe caighdeánacha ó ghach bliain sa scoil
- Cóipeanna de na tuairiscí proifisiúnta is déanaí ó ghníomhaireachtaí seachtracha
- Cóipeanna de Phleananna oideachais aonair
- Tuairiscí coinnithe ag an bPríomhoide maidir le Cosaint Leanaí/ Leas Leanaí a choinneofar ar feadh am éiginte

## **Am Coinneála do shonraí riaracháin**

- Coinneofar taifid ar druilleanna doiteáin ar feadh 8 mbliana
- Coinneofar taifead foirne ar feadh bliain nuair a imíonn siad agus ansin déanfar stialladh orthu
- Coinneofar taifead maidir le leas foirne ar feadh 8 mbliana
- Coinneofar taifead maidir le fostaithe an Bhoird Bainistíochta ar feadh 8 mbliana
- Déanfar stialladh ar iarratais/CVs curtha faoi bhráid na scoile ag lorg taithe oibre ag deireadh na bliana atá i gceist
- Coinneofar taifead airgeadais (oifige) ar feadh 8 mbliana
- Caithfear leabhair rollaí a choimeád go deo.

## **Am Coinneála do shonraí an Bhoird Bainistíochta**

Coinneofar fillteán miontuairiscí na gcrúinnithe Boird go deo.

## **Stóráil**

Caithfear aon sonraí atá le stóráil ar feadh 8 mbliana a choimeád i suíomh daingean agus níl ach pearsanra ainmnithe ceadaithe in ann teacht orthu. Tá comhaid ag gach múinteoir do ghach dalta agus cuirtear é seo ar aghaidh go dtí an chéad múinteoir ranga eile ag deireadh na scoilbhliana. Bíonn cóip ag gach oide de thorthaí na scrúdaithe caighdeánacha dona páistí ina rang sa chomhaid seo freisin. Coimeádtar na comhaid seo i gcomhadchaibinéad ina seomra ranga. Seolann múinteoir Rang 6 comhaid na bpáistí i rang a sé go bosca stórála in oifig an príomhoide atá fé ghlás thuas staighre.

Coimeádtar proifíl na bpáistí agus na leabhar rollaí san oifig. Coimeádtar na scrúdaithe caighdeánacha i gcomhadchaibinéad sa seomra stórais tacaíochta foghlama. Coimeádtar an Múinteoir Tacaíocht Foghlama na trialacha diagnóiseacha/scagúcháin, cóip dena measúnaithe proifisiúnta agus pleananna oideachais aonair sa seomra tacaíocht foghlama i gcomhadchaibinéad.

Tá pasfhocal agus ball dóiteáin ar ríomhairí chun sonraí stóráilte orthu a chosaint. Aithrítear na pasfhocail go rialta.

## **Critéir Rathúlachta**

Is iad na spriocanna praiticiúla d'éifeacht an pholasaí seo ná:

- Cur le chéile córasach de chuntais chomhleanúnacha ag an bhfoireann
- Tuairisciú córasach do thuismitheoirí ar dhul chun cinn oideachasúil i bhfeidhm
- Nósanna imeachta soiléir do thuismitheoirí/iardhaltaí teacht ar chuntais.
- Is féidir stóráil na gcuntais a bhainistiú

### **Róil agus Freagrachtaí:**

- Is ar an múinteoir ranga atá freagracht na gcuntas a choimeádtar i gcomhadchaibinéad an tseomra ranga agus iad a aistriú ó sheomra ranga go seomra ranga ag deireadh na scoilbhliana. Is ar an múinteoir rang a 6 atá freagracht na gcomhad a aistriú chuig an seomra stórais tacaíochta foghlama.
- Is ar an múinteoir tacaíochta foghlama atá freagracht na gcuntas a choimeádtar i gcomhadchaibinéad an tSeomra Tacaíochta Foghlama
- Is ar an rúnaí agus an Príomhoide atá freagracht na gcuntas a choimeádtar i gcomhadchaibinéad oifig na scoile.
- Is ar an bPríomhoide atá freagracht na gcuntas a choimeádtar i gcomhadchaibinéad oifig an phríomhoide.
- Déanfaidh an Príomhoide deimhin de go bhfuil na comhaid coimeáda i stórais i gceart agus a bheith freagrach as comhaid na bpáistí atá ag aistriú go scoil eile.

### **Dáta cur i bhfeidhm & Athbhreithniú**

Tá an polasaí seo i bhfeidhm ó Mhéan Fomhar 2015. Déanfar athbhreithniú air nuair is gá.

### **Daingeanú agus Cumarsáid**

Dhaingnigh an Bord Bainistíochta an polasaí seo ar an 28ú Meán Fómhair 2015. Tá an polasaí ar fail ar shuíomh idirlíon na scoile agus ó oifig na scoile.

## **DATA PROTECTION/ RECORD RETENTION POLICY**

### **Introduction and Rationale**

This policy was formulated by the staff and Board of Management of Gaelscoil Mhuscraí during a staff planning day in the school year 2015-2016. The policy applies to all staff and pupils as well as other partners with whom the school has business.

The school recognises and accepts its responsibility as set out in the following:

- Data Protection Act 1998 and Data Protection (Amendment) Act 2003.
- Education Act 1998, section 9 (g), requiring a school to provide access to records to parents and to past pupils over 18.
- Education Act 1998, section 22.2 (b), requiring a school to regularly evaluate students and periodically report the results of the evaluation to the students and their parents.
- Education Welfare Act 2000, requiring a school to report school attendance and transfer of pupils.

Gaelscoil Mhuscraí (the school) as Data Controller will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. In particular, the school will comply with the Data Protection Principles as set out in the Data Protection Acts. These principles state that data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Used and disclosed only in ways compatible with these purposes
- Adequate, relevant and not excessive.
- Accurate and, where necessary, kept up to date.
- Kept no longer than necessary.
- Processed in accordance with data subjects rights.
- Kept in a safe and secure place

The data controller must give a copy of his/her personal data to an individual on request.

### **Relationship to the characteristic spirit of the school**

Gaelscoil Mhuscraí respects the rights of privacy of all those in the whole school community.

### **Aims of the Policy**

- To ensure that the school complies with its legislative obligation.
- To protect the rights and privacy of all those who are the subjects of data that comes into the possession of the school. (Personal, Pupil, Administrative, Board of Management)
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies, including parents and pupils

- over 18.
- To stipulate the length of time records and reports will be retained.

## **Overview of Policy**

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. Sensitive Personal Data**

- Religious Belief
- Staff medical certificates and correspondence from Medmark group.
- Pupil medical certificate
- Data relating to child protection

### **2. Personal Data**

- **Enrolment Data**

This data relates to personal details of the students such as name, address, date of birth, gender, dietary information, PPSN.

- **Staff data**

This includes names, addresses, PPSN, contact details, payroll number, CVs, attendance records and copies of employment contracts.

- **Parent/Guardian Data**

This includes details listed on a pupil's enrolment form and payments made to the school.

- **Other**

This includes CVs on file, submitted by persons applying for work experience/substitute work.

### **3. Pupil Records**

- Results of teacher designed tests,
- Standardised tests results,
- Copy of IEP (Individual Education Plan for pupils with Special education Needs)
- Behaviour plan and classroom support plans (where necessary)
- Confidential reports
- Correspondence from parents
- Copy of court orders re access
- Copy of end of year report
- Approval of resources from NCSE
- Records of breaches of serious or gross misbehaviour
- Records of meetings between Principal and parents
- Parent/teacher meeting record card
- Administration of medicine indemnity form
- Letters of transfer
- Copies of correspondence that have been sent to external agencies.

### **4. Administrative Data**

- Yard diaries (record of incidents on the yard)

- Roll books and registers

## **5. Board of Management**

- The minutes' folder of The Board of Management records the decisions reached by the Board in the discharge of its statutory duty. The minute folder also includes:
  - (i) correspondence of a non routine nature received and discussed by The Board,
  - (ii) copies of the Financial reports presented to the Board,
  - (iii) copies of the Principal's reports presented to the Board and
  - (iv) any other documentation that the Board, in its absolute discretion, deems appropriate to be included in the minute folder.
    - Complaints presented to the Board and all subsequent correspondence
    - Payroll data
    - Financial data

## **Disclosure of records**

Elements of the data listed above may be disclosed, where relevant and appropriate, with the consent of the data controller to the following:

- Parents/guardians, past pupils over 18.
- School staff
- Outside agencies such as the DES, HSE (these include the NCSE)
- Other schools to which pupils are transferring.

Parental authorisation will be sought in advance of release of data to outside agencies. Outside agencies requesting disclosure of data must do so in writing. Parents/Guardians must also make such a request in writing to the Data Controller.

## **Responding to Requests**

The data controller will respond to requests within 40 days of receipt of same.

## **Guidelines on Retention time for Data**

All data will be retained for the duration of a pupil's enrolment / staff employment and for an additional period of between 1 and 8 years. In certain circumstances some data may be retained indefinitely.

## **Personal Data and Pupil records**

The following will be kept for 8 years after the pupil leaves the school:

- Parent/teacher meeting record cards
- End of year report from each year in school
- Standardised test results from each year in school
- Copy of most recent professional reports from outside agencies
- Copies of Individual Education Plans
- Records held by the principal in relation to child protection/child welfare will be held indefinitely

## **Retention time for Administrative Data**

- Record sheets of fire drills will be kept for 8 years
- Staff records will be retained for 1 year following their departure and then will be shredded



- Records in relation to staff welfare will be held for 8 years
- Records for employees of the Board of Management will be retained for 8 years
- Applications/CVs submitted for work experience will be shredded at end of current year
- Financial records (office) will be kept for 8 years
- Roll books will be kept forever

### **Retention time for Board of Management Data**

The minute book of the Board of Management meetings will be held indefinitely.

### **Storage**

Data that is to be stored for 8 years will be stored in a secure location and will be accessible by designated personnel only. 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 at the end of the school year. Each class teacher has a copy of the standardised test results relating to their class. These are kept in a locked filing cabinet in the classroom. The sixth class teacher stores the files of the outgoing sixth class in a storage box in the learning support storage room.

All pupil profiles and school roll books are stored in the school office in a filing cabinet. All standardised test results are kept in filing cabinets in the learning support storage room. The learning support teacher stores all diagnostic tests/professional pupil assessments and IEPs in a filing cabinet in the learning support room.

Data stored on computers is password and firewall protected. Passwords are changed regularly.

### **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 class teachers are responsible for the maintenance and storage of the pupil files in their classroom cabinets. Class teachers are responsible for transferring these files to the next class teacher at the end of the school year. The sixth class teacher is responsible for transferring the sixth class files to the learning support storage room.
- The learning support teacher is responsible for the maintenance and storage of all learning support files in a filing cabinet in the learning support room and learning support storage room.
- The school secretary and Principal are responsible for the records kept in the filing cabinet in the school office.
- The Principal is responsible for records kept in the Principal's office.

- The Principal will ensure records are maintained and stored, particularly the records of students transferring to another school.

### **Implementation Data & Review**

This policy is effective from September 2015.

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

It will be reviewed as the need arises and amended if necessary.

### **Review/Ratification/Communication:**

This policy was ratified on 28th September 2015.

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

Sínithe ag an gCathaoirleach:

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Dáta: \_\_\_\_\_