



Polasaí Cosaint Sonraí

Réamhrá

Cuireann Gaelscoil Laighean 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. Tá sé éasca é seo a bhaint amach má tá oscailteacht, trédhearcacht agus comhoibriú ann idir an fhoireann, na tuismitheoirí, na daltaí agus páirtithe leasmhara eile. Cheap Foireann agus Bord Bainistíochta Gaelscoil Laighean an polasaí ar thaifid is gá a choimeád a shainiú 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 cháipéis den chineál sin agus le stóráil shábháilte na sonraí.

Dá mba rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúchán. *Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.*

Réasúnaíocht

- Riachtanas is ea beartas um chosaint sonraí agus choimeád taifead chun a chinntiú go bhfuil nósanna imeachta oiriúnacha curtha i bhfeidhm ag an scoil maidir le freagracht agus trédhearcacht;
- Is nós maith é taifead a choimeád ar dhul chun cinn dalta ar mhaithe le riachtanais fhoghlama a shainiú;
- Caithfear beartas a chur i bhfeidhm chun a chinntiú go gcomhlíonann Gaelscoil Laighean an reachtaíocht chomh maith le h-imlitreacha na roinne, mar shampla;

o An tAcht Oideachais, Alt 9(g) a éilíonn go dtabharfaidh scoil rochtain ar thaifid do dhaltaí thar 18 mbliana d'aois agus a dtuismitheoirí;

o An tAcht Oideachais (Leas) 2000 - lena n-áirítear forálacha a éilíonn go gcuirfidh scoil tuairisc ar fáil maidir le tinreamh, aistriú daltaí go scoileanna eile agus cumarsáid leis an Oifigeach Leasa Oideachais;

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

o 0025/2015 - Príomhbhunachar Sonraí ar Líne

Aidhmeanna agus Sainchuspóirí

- 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.
- Tuiscint a shoiléiriú - i gcomhairle leis an bhfoireann agus leis an mbainistíocht - ar na cineálacha taifead foirne a choimeádtar agus conas is féidir na taifid seo a chur ar fáil.

Gaelscoil Laighean
Uimhir rolla : 20518E

- Chun a chinntiú go gcomhlíonann Gaelscoil Laighean na riachtanais reachtaíochta maidir le teidlíochtaí na ndaltaí, na foirne agus baill 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 i mbealach fiúntach agus éifeachtach; agus a chinntiú go mbainfidh daltaí leas as múinteoireacht bhreise chuí agus tacaíocht airgeadais.
- Tuairiscí ar dhul chun cinn oideachasúil an pháiste a thabhairt do na tuismitheoirí ar bhealach bríoch.
- Treoirínte follasacha a bhunú ar conas na taifid sin a chur ar fáil do thuismitheoirí, páirtithe leasmhara agus iardhaltaí (thar 18 mbliana d'aois). Coinníollacha a leagan amach maidir leis an achar ama a gcoimeádfar na taifid agus na tuairiscí agus an modh ina gcoimeádfar iad.

Na hOcht Rialacha 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.

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 chorás 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 Oifigeach Cosaint Sonraí.

Oifigeach Cosaint Sonraí

Ciallaíonn sé seo duine aonair nó aonán dlí a rialaíonn inneachair agus úsáid sonraí pearsanta. Is féidir an Bord Bainistíochta na Scoile a mheas ina Rialaitheoir Sonraí, agus an Príomhoide ag feidhmiú ar son an Bhoird Bhainistíochta chun na feidhmeanna an Oifigeach Cosaint Sonraí a chomhlíonadh.

Treoirínte

Glacann an Príomhoide ról an Oifigeach Cosaint Sonraí agus déanann sé maoirseacht ar chur i bhfeidhm na reachtaíochta maidir le cosaint sonraí laistigh den scoil.

Roinntear na sonraí atá faoi chúram an Phríomhoide faoi na fo-theidil seo a leanas:

- (i) **Sonraí Pearsanta:** Baineann na sonraí sin le sonraí pearsanta na ndaltaí, mar shampla, ainm, seoladh, dáta breithe, inscne, náisiúntacht, bunadh eitneach (roghnaitheach), creideamh (roghnaitheach), sonraí leighis, eolas ar réim bia, UPSP, sonraí theagmhála agus ainmneacha na dtuismitheoirí. Coimeádtar na taifid sin i bhfoirm páipéir i gcófra faoi ghlas san oifig, agus i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire. Tá fáil ag an bPríomhoide, an Rúnaí agus an Chathaoirleach orthu más gá.
 - (ii) **Taifid na nDaltaí Feach – Agúisín 2** do eolas iomlán
 - (iii) **Coimeádann gach múinteoir ranga taifid na ndaltaí agus tá bunchóip á choimeád san oifig.** Chomh maith leis sin, baintear úsáid as bunachar sonraí scoile ríomhairithe, Aladdin.
 - (iv) **Sonraí Baill Foirme:**
Baineann na sonraí seo le heolas pearsanta agus proifisiúnta na baill foirne, mar shampla, ainm, seoladh, dáta breithe, sonraí theagmhála, uimhir phárolla, taifid thinrimh, cáilíochtaí, taifid scoile, saoire bhreiteachta, Teastais ón gComhairle Múinteoireachta, Teastais Ghrinnfhiosrúcháin, Forbairt Leantach Ghairmiúil, CV, tuairisceáin scoile, ranganna a múineadh agus sinsearach. Coimeádtar na taifid seo i gcófra faoi ghlas in oifig an rúnaí agus tá fáil ag an bPríomhoide orthu.
 - (v) **Sonraí Riaracháin:** Is éard atá sna sonraí seo:
 - Leabhar Tuairisce ar Thimpiste
 - Riar Foirme Slánaíochta Leigheasanna
 - Polasaithe
 - Comhaid FSS
 - Cuntaisí
 - Tuairiscí TinrimhCoimeádtar cuid de na taifid seo i bhfoirm páipéir in oifig an Phríomhoide. Coimeádtar cuid dóibh i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.
 - (vi) **Comhaid an Bhoird Bhainistíochta:**
Comhaid an Bhoird Bhainistíochta lena n-áirítear na sonraí seo a leanas de ghnáth:
 - ainmneacha agus sonraí theagmhála gach ball den Bhord
 - sonraí chruinnithe an Bhoird;
 - cuntais scoile, íocaíochtaí deontais, íocaíochtaí síntiúis scoile etc.
 - Miontuairiscí chruinnithe an Bhoird
 - Comhfhreagras don Bhord ina bhféadfaidh tagairtí do dhaoine aonair a bheith san áireamh.
- Coimeádann an Príomhoide, an Cathaoirleach nó an Rúnaí na taifid i bhfoirm leictreonach ar ríomhaire an Phríomhoide.
- (vii) **Polasaí Iniúchadh na nGardaí**
Mar chuid de pholasaí Iniúchadh na nGardaí, déantar iniúchadh ar thuistí trí Phátrún na scoile, an Foras Pátrúnachta, a bheadh teagmháil acu le páistí scoile agus iad ag tacú leis an scoil i rólanna éagsúla. Tá an t-eolas a bhailítear príomháideach agus rúnda agus is é an príomhoide agus duine ainmnithe ón mBord Bainistíochta a fheiceann an t-eolas amháin a thagann ar ais ó Phátrún na scoile. Tá an t-eolas seo dhá stóráil in oifig an phríomhoide.

Fáil ar thaifid

- (i) Beidh fáil ag na grúpaí seo a leanas ar na sonraí leagtha amach thuas i gcás inarb ábhartha agus iomchuí;
- Tuismitheoirí/caomhnóirí
 - Iardhaltaí thar 18 mbliana d'aois
 - Feidhmeannacht na Seirbhíse Sláinte (FSS)
 - Pearsanra scoile ainmnithe thuas
 - Roinn Oideachais agus Scileanna
 - Bunscoileanna agus scoileanna dara leibhéal (nuair is gá).

Caithfidh tuismitheoirí cead a thabhairt i bhfoirm scríbhinn nó trí ríomhphost a sheoladh sa chás go n-aisrítear 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 údaraithe chuí agus na nósanna imeachta céanna i scríbhinn chuig an tOifigeach Cosaint Sonraí. Ag Freagairt d'Iarratais Tabharfaidh an Oifigeach Cosaint Sonraí freagra d'iarratas laistigh de 30 lá den iarratas. Tuairiscí Scoile Bliantiúla – Úsáidtear foirm thuairisce scoile chaighdeánaithe agus déantar é seo a eisiúint i Mí an Mheithimh.

Stóráil

- (i) Cuirtear taifid uile na ndaltaí i dtaisce sa scoil ar feadh ocht mbliana théis don phaiste an scoil a fhágail. Coimeádtar na taifid i gcomhad atá laistigh de sheomra stórais agus ar bhunachar sonraí na scoile. Tá na taifid agus na córais ríomhairithe cosanta le pasfhocal.
- (ii) Cuirtear taifid gach ball foirne i dtaisce sa scoil ar feadh tréimhse éiginnte agus/nó de réir treoirlínte
- (iii) Cuirtear na taifid eile i dtaisce de réir treoirlínte na roinne;
- (iv) Coimeádann gach múinteoir próifíl den dalta agus roinnt taifead ina s(h)eomra ranga f(h)éin agus cuirtear ar aghaidh iad chuig an gcéad mhúinteoir eile nuair a bhogann an dalta go dtí an chéad rang eile.
- (v) Coimeádtar na leabhair rolla líonta ar fad in áit den chineál céanna, chomh maith le samplaí d'obair na ndaltaí agus próifílí na ndaltaí.
- (vi) Déantar dramhpháipéir/asphriontaí a stialladh/a dhiúscairt go cúramach.
- (vii) Tá fáil ag pearsanra údaraithe amháin ar na taifid stóráilte.

Stórais Sonraí Leictreonach.

Déanfar sonraí na scoile a stóráil den suíomh ag comhlacht atá fostaithe, ar nós Aladdin atá in úsáid faoi láthair. Slánófar méid áirithe sonraí leictreonach sa scoil. Déanfar cinnte go bhfuil an teolas 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.

Traenáil Foirne

Déanfar traenáil foirne ar dhualgaisí cosaint sonraí ag tús gach scoil bhliain.

Tuairisciú

Sarú Sonraí

Gaelscoil Laighean
Uimhir rolla : 20518E

Má dhéantar sárú ar pholasaí chosaint sonraí na scoile, déanfaidh Bord Bainistíochta na scoile an scéal a fhiosrú. Má dhéantar sárú nó má chailltear sonraí pearsanta ón scoil, déanfar é a thuairisciú chuig Oifig an Chomisinéir Cosaint Sonraí taobh istigh de 72 uair a chloig, fiú muna bhfuil an himscrúdú curtha i gcríoch. Má cheaptar go dtiocfadh dochar do dhuine de bharr cás sarú sonraí, cuirfear ar an teolas an duine chomh luath agus is féidir.

Cead Griangraif

Lorgítear cead ó thuistí nuair atá siad ag clárú a bpáiste sa scoil leis an tuiscint go nglacfar grianghriaf dá bpáiste ag ócáidí / gníomhaíochtaí scoile agus go n-úsaidfí é sna meáin shóiséalta scoile. Is féidir aistarraingt a dhéanamh ar an gcead sin ag am ar bith trí scríbhinn chuig Bord Bainistíochta na scoile.

Coiste na dTuistmitheoirí

Tá dualgaisí chosaint sonraí ar Choiste na dTuistmitheoirí. Bíonn grúpaí ranga ‘What’s App’ i bhfeidhm ag Coiste na dTuistmitheoirí chun eolas a scaipeadh go héasca ar na tuistí sa ghrúpa. Lorgófar cead i bhfoirm scríbhinn ó na tuistí chun iad a chur sa ghrúpa. Is féidir aistarraingt a dhéanamh ar an gcead sin ag am ar bith trí scríbhinn chuig cathaoirleach Choiste na dTuistmitheoirí.

Critéir Reatha

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

Rólanna & Freagrachtaí

Cuirfidh foireann na scoile, faoi stiúir an Phríomhoide, an polasaí i bhfeidhm agus déanfaidh siad monatóireacht air. Déanfaidh gach múinteoir na trialacha ranga ar fad a cheapadh, a thabhairt amach agus a thairgeadh. Déanfaidh an Príomhoide cinnte go gcoimeádtar na taifid agus go gcuirtear i dtaisce iad, go háirithe taifid na ndaltaí a aistreoidh go scoileanna eile.

Athbhreithniú

Déanfar athbhreithniú ar an bpolasaí seo gach dara bliain nó roimhe sin más gá.

Cuirfear cóip den pholasaí seo ar fáil do gach ball foirne agus do gach tuismitheoir trí shuíomh idirlín na scoile.

Sínithe: _____ Ciarán Ó Maonaigh _____ Dáta: _____ 20/04/21

Cathaoirleach

Introduction

Gaelscoil Laighean promotes openness and co-operation between staff, parents and pupils as a means towards providing a caring environment through which a child can develop and grow to his or her full potential. This can best be achieved where there is openness, transparency and co-operation between staff, parents, pupils and other stakeholders. This policy was formulated by Staff and Board of Management of Gaelscoil Laighean to identify the records required to be retained by the school to achieve this and to ensure confidentiality and manageable procedures in relation to access to such records by parents, pupils and stake holders and the safe storage of such data.

Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

Rationale

- A policy on data protection and record keeping is necessary to ensure that the school has proper procedures in place in relation to accountability and transparency;
- It is good practice to record pupil progress so as to identify learning needs;
- A policy must be put in place to ensure a school complies with legislation and departmental circulars such as;
 1. Education Act, Section 9(g) requiring a school to provide access to records to students over 18 and their parents;
 2. Education Welfare Act 2000 – including provisions requiring a school to report school attendance, the transfer of pupils to other schools and communications with the Education Welfare Officer;
 3. Data Protection Act 1998 and the Data Protection (Amendment) Act 2003;
 4. Circular Letter 0056/2011 -regarding the implementation of the National Literacy and Numeracy Strategy regarding Assessment;
 5. Circular Letter 0024/2013 -regarding the online claims system in recognised primary schools.
 6. 0025/2015 Primary Online Database (POD).
 7. General Data Protection Regulation (GDPR)

Aims and Objectives

- To establish a clear understanding in consultation with staff and management as to the type of staff records that are maintained and how such records should be made available;
- To ensure that Gaelscoil Laighean complies with legislative requirements regarding the data protection entitlements of pupils, staff and other members of the school community;

Gaelscoil Laighean
Uimhir rolla : 20518E

- To put in place proper records on the educational progress of pupils thereby enabling parents and staff to support a child's learning in a meaningful and constructive manner and to ensure that eligible pupils benefit from relevant additional teaching and financial supports;
- To report to parents in a meaningful way on the educational progress of their pupils;
- To establish clear guidelines on making these records available to parents, stakeholders and past pupils (over 18);
- To stipulate the length of time records and reports will be retained and the manner in which they will be retained.

The Eight Rules of Data Protection

1. Obtain and process information fairly.
2. Keep it only for one or more specified, explicit and lawful purposes.
3. Use and disclose it only in ways compatible with these purposes.
4. Keep it safe and secure.
5. Keep it accurate, complete and up to date.
6. Ensure that it is adequate, relevant and not excessive.
7. Retain the information for no longer than is necessary.
8. Give a copy of his/her personal data to that individual on request.

Data

What is meant by data is information collected in a form that can be processed. For the purposes of this policy, it includes automated data (information on computer or information recorded with the intention of putting it on a computer) and manual data (information that is kept as part of a relevant filing system or with the intention that it should form part of a filing system).

Relevant Filing System

This refers to any set of information that, while not computerised, is structured by reference to pupils, staff or partners with whom the school has business, so that specific information relating to a particular individual is readily accessible

Personal Data

This refers to data belonging to an individual who is identifiable by this data or from any other personal data that is in possession of the Data Protection Officer.

Data Protection Officer

A data Protection Officer is the individual or staff which controls the contents and use of personal data. The school Board of Management can be considered the Data Controller, with the Principal acting on behalf of the Board of Management in exercising the functions of Data Protection Officer

Guidelines

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

- (ii) *Personal Data: This data relates to personal details of pupils such as name, address, date of birth, gender, nationality, medical details, dietary information, PPSN, contact details and parents' names. Parents/Guardians reserve the right not to disclose details related to ethnic origin/ background or religious beliefs. These records are retained in both manual form in a locked press in the Oifig an Phríomhoide and in electronic form on the school database which is currently Aladdin.*
- (iii) *(Pupil Records held by each class teacher. Aladdin is computerized school database is also used. Psychological/Clinical/Occupational Therapy/Speech & Language Assessments are held in a locked cabinet in the Principal's office.*
- (iv) *Staff Data:
This data relates to personal and professional details of the Staff such as name, address, date of birth, contact details, payroll number, attendance records, qualifications, school records, sick leave, Teaching Council Certificates, Vetting Certificates, Continuous Professional Development, curriculum vitae, school returns, classes taught, seniority and supervision payments. Staff records are held in a locked cabinet in the Principal's office. The Chairperson, the Principal and the School Secretary have access to these records.*
- (v) *Administrative Data:
This data includes data such as:*
- *Accident Report Book*
 - *Administration of Medicines Indemnity Form*
 - *Policies*
 - *Health Service Executive files*
 - *Accounts*
 - *Attendance Reports, Registers*
- These records are retained in both manual form in Oifig an Phríomhoide and in electronic form on the school database which is currently Aladdin.*
- (vi) *Board of Management files: Board of Management files which may routinely include:*
- *The names and contact details of each member of the Board*
 - *Details of appointments to the Board;*
 - *School accounts, grant payments, school subscription payments etc.*
 - *Minutes of Board meetings*
 - *Correspondence to the board which may include references to individuals These records are retained in the Principal's office in manual form. The Principal, Secretary, Chairperson and the Treasurer have access where appropriate. Some of these data are stored in electronic form on the school server.*

(vi) *Garda Vetting Policy*

Parents who wish to volunteer their services to the school that may involve direct contact with school children must be vetted through the school Patron. The information that is collected and subsequently returned to the school by the Patron body is private and sensitive and can only be seen by the school Principal and another named individual on the school Board of Management. This information is stored in the Principal's office.

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*
- *primary and second-level schools (where relevant).*

Gaelscoil Laighean
Uimhir rolla : 20518E

Parental consent must be given in the event of data being transferred to outside agencies such as health professionals etc. Parents/Guardians must give such consent in writing. Outside agencies requesting access to records must do so in writing. The right to erasure or rectification of inaccurate information is available by request in writing to the data protection officer.

Responding to Requests: The Data Protection Officer will respond to requests within 30 days of receipt of request.

The Annual School Report Form: A standardized school report form is used which is issued in June of each year.

Storage

All pupil records are stored in the school for 8 years after the pupil has left the school. Records are retained on the school database. Other documents/ reports are stored indefinitely in secure storage on the school premises.

Access to computerized records are password protected.

(ii) All staff data is stored

(iii) All other data is stored in line with departmental guidelines;

(iv) 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.

(vi) All waste paper /printouts are destroyed before disposal;

Access to these stored files is restricted to authorized personnel only.

Electronic Data Storage

The school's database will be hosted off the premises by a contracted third-party (currently Aladdin). A limited set of electronic records will be held in the school. The storage appliances for these records will be secured in the building and the storage media encrypted. Backups will be made to an off-site (cloud-based) provider. These backups will be encrypted in transit (over the internet to the provider) and at rest (stored on the provider's appliances).

Staff Training

A staff training session on Data Protection policies and procedures will be delivered in term 1 of every academic year.

Reporting

Data Breach

Any breach of the school's data protection policies and procedures will result in an investigation by the Board of Management. If the breach results in the loss or leakage of personal data it will be reported to the Office of the Data Protection Commissioner within 72 hours, even if the investigation is not yet complete. Breaches that are likely to bring harm to an individual – such as identity theft or breach of confidentiality – will also be notified directly to the individuals concerned.

Consent for Photographs

Gaelscoil Laighean
Uimhir rolla : 20518E

On enrolment, written consent from parents for pupils to appear in photographs taken at school events with the possibility they may appear on social media is sought. The consent may be withdrawn at any time by notifying the Board of Management in writing.

Coiste na dTuismitheoirí /Parents' Committee

The Parents' Association equally have data protection requirements. The Parents' Association organise class 'Whats Ap' groups for ease of sharing information etc. at each class level. Permission is sought in writing from the parents of each group. Consent may be withdrawn at any time by notifying the chairperson of Coiste na dTuismitheoirí in writing.

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.

Review

This policy will be reviewed every second year or earlier if the need arises.

A copy of this policy will be made available to each member of staff and each parent through the school website.

Síithe: _____ Dáta: _____

Cathaoirleach