



**St. Louise de Marillac Primary School
Data Protection Privacy Statement Appendix A**

Details of the records that are kept

The table outlines where and why the records are kept. It also details for how long they are kept and who has access to them.

Record	Where?	For what purpose?	For how long?	Who has access?	Updated? When?
1) Annual pupil end of year reports	The original is given to the parents / guardians. Since 2011 electronic copies are stored on Aladdin management system Hard copies of previous years are stored in the Store Room.	Legal reasons Teacher information	For 10 years after the child leaves school, or until a pupil would have reached the age of 21, whichever is greater.	Parents/ legal guardians Duplicate hard copy available on request through office/SET co-ordinator. E-copy is password-protected; access to Aladdin by administrators. Reports of 6 th class pupils are given to post-primary schools since 2013/14.	Every June by class teacher
2) Standardised tests (Record of results only)	Support Rooms & Classrooms. Since 2011 electronic copies are stored on Aladdin management system. Standardised test papers will be maintained for 1 year and destroyed following the completion of the test the following year.	Legal reasons Teacher information and planning purposes	For 10 years after the child leaves school, or until a pupil would have reached the age of 21, whichever is greater.	Principal, Parents/ legal guardians, class teachers, SEN team, NEPS, Inspectorate Results are given to post-primary schools since 2013. Aggregated results to DES annually	Every May/June
3) Teacher-designed tests /	Copies of some are kept in class and	Teachers information Pupil progress	Until end of school year. May be passed	Teachers Parents/ legal guardians	Regularly as required

Pupil Learning Plans	support teacher's filing cabinet or folder.	Supplementary teaching	on to next teacher.	DES inspectorate	
4) Diagnostic Tests	Results in support teacher's room while working with child.	Planning	To be passed on to next SET teacher at start of next school year	Teachers Parents / legal guardians NEPS	Annually and as deemed necessary
5) Samples of Pupils' Work / Pupil Progress Reports	In classrooms/support rooms. Some may be passed onto next teacher / sent home.	Pupil progress	Perhaps until end of school year. May be passed on to next teacher.	Teachers and parents / legal guardians	N/A
6) Support Plans & Pupil Support Files Referred to as Individual Education Plans (IEPs) until 2018	Support teacher's rooms Classroom Issued to Parents SNAs Electronic copy on server	Legal Teacher information	Never destroy	Education Welfare; Health Board; Past pupils Parents/guardians 2nd level schools if consent from parents is given	Every October and February at SSP (IEP) meetings.
7) Psychological Assessment, Speech & Language Therapy, Medical and professional reports	Principal's office Rooms of S.E.N. team, Class teacher Archived when pupil has left school	To keep record of child's conditions / results and ensure they were given allocated resource hours etc.	Never destroy	Teacher SET Principals Parents/Guardians 2nd level schools if consent granted from parents	Not updated by school
8) SEN Referral Letters and Consent Forms	Principal's and Secretary's Offices	Access to services of outside agencies and professionals	Until child leaves the school.	Secretary/Principal Special Education Team	As necessary
9a) Pupil contact details / Roll Book / Electronic Record Keeping	In every classroom. Since 2011 electronic copies are stored on Aladdin management system.	Proof of child's attendance; school's statistics	Up until child's 18 th birthday, plus 6 years	Parents/guardians Teachers School secretary School Completion Programme (SCP) personnel May be requested legally	Daily

System (currently Aladdin)	Archiving of old books			Principal School inspector	
9b) Leabhar Tinrimh / Register (Clárleabhar)	Principal's Office Archiving of old books	School Tracking attendances Numbers average Pupil data	Indefinitely as part of school archive	Requested legally Principal, Chairperson of BOM School Secretary School inspector EWO	
9c)NEWB Reports	Secretary's Office Class teacher – 1 year Pass on absence notes & sick notes for children reported to NEWB to office	Proof of child's attendance	Stored electronically on Aladdin.	Principal Secretary SCP personnel HSCL teacher Submitted to NEWB bi-annually as requested.	On request
10) Exemption from Irish Language learning	Principal's office	To exempt certain pupils from the learning of Irish as per DES Circular	For 10 years after the child leaves school, or until a pupil would have reached the age of 21, whichever is greater.	Principal Parents/ legal guardians Teachers DES Post-primary school	N/A
11) Learning Support Refusal	School office in pupil file	To keep a record of such refusal by parent(s)	For 10 years after the child leaves school, or until a pupil would have reached the age of 21 whichever is greater.	Principal Parents/ Legal Guardians Teachers	
12) Enrolment Form	Pertinent details uploaded to Aladdin management system; Secretary's Office	Background info on child; permission for testing, internet use, trips; acceptance of Code of Behaviour etc.	For 10 years after the child leaves school, or until a pupil would have reached the age of 21 whichever is greater.	Principal School secretary Teachers	When need arises e.g. new contact details
13) Record of child's breaches of Code of Behaviour /	Classroom teacher's file for the current school year	To keep a record of serious behavioural incidents To inform parents	Never destroy	Teachers Parents/ Legal Guardians NEWB Board of Management	As incidents occur

Suspension / Expulsion	Principal's Office (for serious breaches)	Legal reasons		Solicitors on request	
14) Records of any serious injury/accident	First aid record/yard book (minor incidents) Principal's office (serious accidents)	To indemnify school for insurance purposes; To inform parents	Never destroy	Teachers Parents/ Legal Guardians Solicitors on request	As incidents occur
15) Child Protection Referrals to HSE by Designated Liaison Person (DLP)	Principal's office	Legal reasons Child safety	Never destroy	Principal (DLP) Deputy Principal (Deputy DLP) Tusla personnel (Social workers) Parents/ Legal Guardians (if deemed appropriate)	As incidents occur
16) Request by parents / guardians for child to leave school early	At reception desk	Legal reasons Child safety	For one year	Teachers Parents/ Legal Guardians Secretary	Daily
17) Indemnity form for administration of medication	Forms – Principal's office, School Office & BOM file Highlighting medical condition in staffroom if appropriate Photo of pupil with serious medical conditions in staffroom & at First Aid Station	So teachers are aware of children's medical conditions, allergies; permission to staff to administer medication if necessary	For 10 years after the child leaves school, or until a pupil would have reached the age of 21 whichever is greater.	Teachers BOM SNAs Sub Teachers	As the need arises
18) Legal orders re: Access	School office (pupil's file)	To inform school personnel, e.g. in case of request for early dismissal of a child; To protect children	For 10 years after the child leaves school, or until a pupil would have reached the age of 21 whichever is greater	Communicated on a need to know basis to relevant staff (communicated through the principal)	As the need arises
19) Copies of	School office (pupil's	To verify date of birth	While child is in school	School secretary	

Birth Certificates	file)	for enrolment, testing		Principal & Teachers	N/A
20) Copies of Baptismal certificates	School office (pupil's file)	Requested by parish priest prior to Catholic children receiving sacraments of penance / communion / confirmation	While child is in school	Parish priest/school chaplain Teachers of 2nd and 6 th class School secretary	N/A
21) Employee's data (contract of employment, Teaching Council registration, vetting records)	Personnel file in Secretary's office	For employment legislation; Contracts	Retention for duration of employment and 7 years.	Employees BOM through Chairperson / Principal if deemed necessary School secretary	When necessary e.g. when employment situation changes, incidents arise
22) Accident / injury at work reports	Principal's Office Personnel file in secretary's office	Legal reasons Health & safety	6 years to make a claim against the school plus 1 year for proceedings to be served on the school.	Employees BOM through Chairperson/Principal if deemed necessary School secretary School Insurers	As arises
23) BOM Records School financial accounts Agenda minutes & Payroll taxation &	Principal's Office Secretary's Office Store room Principal's Office (secured on the school server)	To be accountable to BOM, Patron, Department, Inspectorate, Teachers	7 years Indefinitely 6 year period after end of the tax year	BOM Archbishop's House (Diocesan office) Accountant for certification	On a monthly basis After each BOM meeting

Guidelines for Administration of Records

Note: Annual School Reports will be ready for collection at the end of June. Any that remain uncollected will be mailed to the address on the school file. A copy of the report will be mailed to any parent who is legally entitled to it on request. Currently, the standard format used is the recommended NCCA Report for all pupils. Standardised test scores are recorded as are details of supplementary teaching and yearly attendance figures. The hard copy of the report is signed by the class teacher and the Principal. The report is now stored electronically.