

St. Louise de Marillac Primary School



Data Protection Privacy Statement for Parents, Guardians, Pupils & Staff

Individuals have a number of rights in relation to their personal information – i.e. personal data – and these rights have been enhanced by the General Data Protection Regulation (GDPR). This Data Protection Statement describes how we at St. Louise de Marillac Primary School collect and process personal data, in accordance with the GDPR and the school's legal obligations generally in relation to the provision of education. Processing is the legal term used to describe various acts including - the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of information.

This Statement applies to pupils, parents and guardians. By enrolling your child in and/or by attending St. Louise de Marillac Primary School you acknowledge and agree to the collection and processing of personal information by the school.

For your information this Statement outlines:

- Who we are and how to contact us;
- What information we collect, process and retain;
- How information is collected and processed and the purpose and legal basis for so doing;
- Sharing information with third parties;
- Individual legal rights.

1. WHO WE ARE AND HOW TO CONTACT US

St. Louise de Marillac Primary School is a data controller responsible for personal data - i.e. information relating to an identified or identifiable natural person. St. Louise de Marillac Primary School processes personal data, i.e. the school collects, records, stores, retains and uses personal data. St. Louise de Marillac Primary School will respond to your questions in relation to this data protection statement and our approach to privacy.

If you have any questions about this data protection statement, including any request to exercise your legal rights, please contact us using the following details: **admin@stlouisesprimaryschool.ie**.

2. INFORMATION COLLECTED

St. Louise de Marillac Primary School may collect the following personal information on pupils and parents/guardians:

(i) Pupil Information

- Personal details such as name, address, date of birth, gender, PPS number, nationality, emergency contact information and information in relation to the pupil's family as may be required,
- Any Special Education Needs (SEN),
- Any Child Protection information,
- Academic records, school reports, preschool reports, pupil learning needs, pupil behaviour needs, permission for access to educational reports, pupil support plans,

- Personal pupil profiles (including whether English is the pupil's first language or if exempt from any subjects e.g. Irish or religion),
- Psychological referral/assessment documentation and permission for access to psychological reports,
- Information for the Primary Online Database (POD),
- Information for Special Educational Needs Organiser (SENO),
- Information for TUSLA (the Child and Family Agency) and/or the Health Service Executive (HSE),
- Attendance records and explanatory notes in relation to absences,
- Disciplinary records including notes that may be held by the teacher(s), incident and accident reports, investigations and sanctions if imposed,
- Permission notes in respect of school activities e.g. school tours/trips and outings, extra-curricular activities, (including Curricular, RSE/Stay Safe Programme(s)),
- Photographs and recorded images of pupil(s) (including at school events),
- CCTV footage and other information obtained through electronic means

(ii) Sensitive Personal Information – Pupils

St. Louise de Marillac Primary School may collect and process the following special categories of more sensitive personal information such as:

- Information about pupil's health, medical certificates, medical needs, allergies and consent for administration of medicine,
- Religious belief and confirmation of engagement or not in Religious Sacraments,
- Membership of the Traveller Community,
- Racial or Ethnic origin.

(iii) Parent / Guardian Information

St. Louise de Marillac Primary School may collect and process the following personal information from parents/guardians such as:

- Contact details of parent / guardian e.g. name, address, email address, telephone number(s)
- Information regarding legal orders in respect of any family law disputes in respect of guardianship, custody or access,
- Occupation and nationality,
- Number of children, position of pupil(s) in family,
- Consent in respect of medical/other emergencies,
- Consent in respect of school activities e.g. school tours/trips and outings, extra-curricular activities,
- Consent to publish photographs and schoolwork of pupils on school website / print media etc.
- Records, correspondence or notes arising from interaction with Parents / Guardians

(iv) Staff Information

St. Louise de Marillac Primary School may collect and process the following personal information from staff members such as:

- Contact details of staff member e.g. name, address, email address, telephone number(s)
- Details of next of kin in case of an emergency
- Contract details
- Teaching council numbers
- Garda Vetting declarations
- PPS numbers and bank account details
- Attendance records – record of illness (sick certificates, doctor's notes etc.)
- Application forms for maternity / paternity leave, parental leave, unpaid leave
- Certificate for CPD courses

3. PURPOSE & LEGAL BASIS FOR COLLECTING & PROCESSING INFORMATION

St. Louise de Marillac Primary School collects and processes personal information (as listed above) about pupils and parents / guardians for a variety of purposes and relies on a number of legal grounds to do so. St. Louise de Marillac Primary School requires this information to perform our duties and responsibilities and to comply with our legal and statutory obligations. In addition, St. Louise de Marillac Primary School requires this personal information to pursue the legitimate interests of the school and our dealings with relevant third parties (see below). The legitimate interests upon which we rely are the effective operation and management of St. Louise de Marillac Primary School and managing the education and welfare needs of our pupils. St. Louise de Marillac Primary School processes personal data on the basis of the following lawful purposes:

a) **Legal Obligation**

St. Louise de Marillac Primary School collects and process personal information to comply with our legal and statutory obligations, including, but not limited to those under the Education Act 1998 (as Amended), the Education (Welfare) Act 2000, the Education for Persons with Special Needs (EPSN) Act 2004, the Health Act 1947, the Children First Act 2015, the Child Protection Procedures for Primary and Post-Primary Schools 2017, the Teaching Council Acts 2001-2015, Safety Health and Welfare at Work legislation and Admissions Policy.

b) **Legitimate Interests**

St. Louise de Marillac Primary School may also process personal information to:

- Enable Pupils to develop to their full potential and meet the educational, social, physical and emotional requirements of the pupil,
- Enable Parents and Guardians to be contacted in the case of emergency, school closures and to inform Parents and Guardians of their child's educational progress,
- Secure and benefit from the support and services of relevant third parties.

c) **Consent**

St. Louise de Marillac Primary School sometimes process some of pupils' personal information with consent e.g. photograph, which may be displayed on the school's website or on social media platforms or in the print media. Once parental consent has been given to engage in a digital platform i.e. Seesaw / Zoom, then there is an understanding that a pupil's work may be shared with the pupil's consent. Please note that parents can withdraw their consent at any time by contacting the school.

4. HOW PERSONAL INFORMATION IS COLLECTED

(i) **Pupils**

St. Louise de Marillac Primary School collects personal information about pupils through the enrolment process and/or through expressions of interest in relation to enrolment. Additional information is collected from third parties, including former schools and through school activities and general interaction(s) during the course of the pupil's time at St. Louise de Marillac Primary School.

(ii) **Parents and Guardians**

St. Louise de Marillac Primary School collects personal information about parents and guardians through the enrolment process or expressions of interest for enrolment. We collect additional personal information through general interaction during the course of the pupil's time at St. Louise de Marillac Primary School.

5. INFORMATION AND THIRD PARTIES

St. Louise de Marillac Primary School may receive from, share and/or transfer information to a range of third parties including but not limited to:

- *The Department of Education and Skills*
- *TUSLA / the Child and Family Agency*
- *The National Council for Special Education*
- *National Educational Psychological Service (NEPS)*
- *Department of Social Protection and/or other state benefit providers*
- *An Garda Síochána*
- *School Insurance Provider*
- *Psychologists in Primary Schools*
- *Familibase Speech & Language Therapist*
- *School Completion Programme*
- *Third Party Service Providers:* We may share personal information with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, IT service providers including, printers, lawyers and other advisors, and providers of security and administrative services, including data processing / cloud storage service providers e.g. Aladdin, Dev Tech and our school's IT consultant.

6. DATA RETENTION

We will only retain personal information for as long as it is necessary to fulfil the purposes the information was collected for, including any legal, accounting or reporting requirements. See Appendix A for more details.

7. TRANSFER OF PERSONAL INFORMATION OUTSIDE THE EUROPEAN UNION

St. Louise de Marillac Primary School may transfer the personal information we collect to countries outside the EU. Where there is no adequacy decision by the European Commission in respect of any such country that means that that country is deemed not to provide an adequate level of protection for your data. However, to ensure personal information does receive an adequate level of protection we will in such circumstances put in place appropriate measures such as the use of model contractual clauses as approved by the European Commission to ensure personal information is treated by those third parties in ways that are consistent with respect to EU and Irish Laws on Data Protection.

8. INDIVIDUAL RIGHTS

Individuals have several rights under GDPR which in certain circumstances are limited and/or constrained. These individual rights include the right – free of charge and subject to any limitations as may apply – to:

1. Request a copy of the personal information held about the individual;
2. Rectify any inaccurate personal data held about the individual;
3. Erase personal information held about the individual;
4. Restrict the processing of individual personal information;
5. Object to the use of individual personal information for our legitimate interests;
6. Receive individual personal information in a structured commonly used and machine-readable format and to have that data transmitted to another data controller.

If you wish to exercise any of these rights please contact us at the school as outlined – email admin@stlouisesprimaryschool.ie. Use the title GDPR in the subject box with all data protection queries.

St. Louise's School has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and thereafter every three years unless an earlier review is requested for a specific reason by a member of the school community if circumstances arise that would prompt a more timely review.

This policy was reviewed and ratified by the Board of Management of St. Louise de Marillac Primary School on 27th April 2021.

It is available for parents and staff online on the school website. It is also available in the policy folder in staffroom and school office.

Dr Geray Beray

Chairperson's Signature:

Date: 27th April 2021



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	Annually and as deemed necessary
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 / legal guardians NEPS	N/A
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 Pupil data	Numbers average	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	As incidents occur
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	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	Employees BOM through 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	Employees BOM through necessary School secretary School Insurers	As arises
23) BOM Records	Principal's Office Secretary's Office Store room	To be accountable to BOM, Patron, Department, Inspectorate, Teachers	BOM Archbishop's House (Diocesan office) Accountant for certification	On a monthly basis After each BOM meeting
School financial accounts	Principal's Office Secretary's Office Store room	7 years		
Agenda minutes	Principal's Office (secured on the school server)	Indefinitely		
Payroll & taxation		6 year period after end of the tax year		

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.



Appendix B

Procedure to be followed in the event of a data breach e.g. a group email being sent to all parents where all recipients' email addresses are visible.

1. Staff member to inform the principal / deputy principal as soon as possible.
2. Staff member to complete Appendix B.
3. Principal / Deputy Principal to inform the Data Controller (BoM) within 72 hours of becoming aware of the breach.
4. Data Controller contacts the Data Protection Commissioner.

Staff Member's Name: _____

Reporting Date: _____

Brief details of data breach:

Date the breach occurred: _____

Signed: _____

Principal / Deputy Principal's Signature: _____

