Gaelscoil
Aonach Urmhumhan

Ag Spreagadh na hÓige

Rialacha um Chosaint Sonraí Ginearálta

General Data Protection Regulation – GDPR

Réamhrá/Introductory Statement:

Cuireann Gaelscoil Aonach Urmhumhan 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. Is fusa 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 Aonach Urmhumhan an beartas d'fhonn na taifid is gá a choimeád a shainaithint 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 dhoiciméid den chineál sin agus le stóráil shábháilte na sonraí.

Gaelscoil Aonach Urmhumhan 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 Aonach Urmhumhan 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 stakeholders and the safe storage of such data.

Anseo i nGaelscoil Aonach Urmumhan, bailímid agus déanfaimid próiséasail ar shonraí pearsanta an pháiste mar chuid den phróiséas de bhunoideachas a chur ar fáil don pháiste, de réir na prionsabail de shonraí chosanta ginearálta. **(Aguisín 1)**. Chun é seo a dhéanamh, úsáidimid an córas Aladdin chun sonraí an pháiste a chlárú ar an gcóras bainistíochta eolais scoile seo. Ar an gcóras seo, ní úsáidtear na sonraí ach don chúis thuasluaite. Bíonn pasfhocal ag teastáil ó gach múinteoir agus tuismitheoir chun Aladdin a oscailt agus tá pas ag teastáil chun ríomhaire an mhúinteora a oscailt.

Here in Gaelscoil Aonach Urmhumhan, we gather and process your child's personal data for the purposes of administering a primary school education to your child, in accordance with the eight data protection principles. ***(Appendix 1)****. To facilitate this, we input your child's data into the school's Management Information System, Aladdin Connect. Aladdin Connect is a secure software as a service application which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where*

the data is only processed for the above purpose. A unique passcode is required for each teacher and parent to log into Aladdin and every teacher's computer has a password which is needed for access.

Gaelscoil Aonach Urmhumhan's Data Protection Policy applies to the personal data held by the school's Board of Management (BoM), which is protected by the Data Protection Acts 1988 to 2018 and the EU General Data Personal Regulation (GDPR). The policy applies to all school staff, the Board of Management, parents/guardians, students and others (including prospective or potential students and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and special categories of personal data will be protected by the school. Data Protection Terms are defined in ***Appendix 2.***

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 shainaithint;
●	Caithfear beartas a chur i bhfeidhm chun a chinntiú go gcomhlíonann Gaelscoil Aonach Urmhumhan an reachtaíocht chomh maith le h-imlitreacha na roinne, mar shampla;

1.	An tAcht Oideachais, Alt 9(g) a éilíonn go dtabharfaidh scoil rochtain ar thaifid do dhaltaí thar 18 mbliana d'aois agus a dtuismitheoirí;
2.	An tAcht Oideachais (Leas) 2000 - lena n-áirítear forálacha a éilíonn go gcuirifidh scoil tuairisc ar fáil maidir le tinreamh, aistriú daltaí go scoileanna eile agus cumarsáid leis an

	Oifigeach Leasa Oideachais;
3.	An tAcht um Chosaint Sonraí 1998 agus an tAcht um Chosaint Sonraí (Leasú) 2003;
4.	Imlitir 0056/2011 - maidir le cur i bhfeidhm Straitéis Litearthachta agus Uimhearthachta Náisiúnta a bhaineann le Measúnú;
5.	Imlitir 0024/2013 - maidir le córas na n-éileamh ar líne i mbunscoileanna aitheanta.
6.	0025/2015 - Príomhbhunachar Sonraí ar Líne
7.	(GDPR) Cosaint Sonraí 25ú Bealtaine 2018

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 recognized primary schools.
6.	0025/2015 Primary Online Database (POD).
7.	General Data Protection Regulation (GDPR)

Scóip/Scope

Sonraí
Ciallaíonn sin faisnéis i bhfoirm inár féidir í a phróiseáil. Áirítear ann sonraí uathoibrithe (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 ComhaidÁbhartha
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.

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 FilingSystem
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

Treoirlínte /*Guidelines*

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

Féach – **Agúisín 3** do eolas iomlán

Coimeádann gach múinteoir ranga taifid na ndaltaí agus tá bunchóip á choimeád sna seomraí tacaíochta foghlama. Chomh maith leis sin, baintear úsáid as bunachar sonraí scoile ríomhairithe.

(iii) Sonraí Baill Foirne:

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 bhreoiteachta, Teastais ón gComhairle Múinteoireachta, Teastais Ghrinnfhiosrúcháin, Forbairt Leantach Ghairmiúil, CV, tuairisceáin scoile, ranganna a mhúineadh agus sinsearacht.

Coimeádtar na taifid seo i gcófra faoi ghlas in oifig an rúnaí agus tá fáil ag an gCathaoirleach agus an Príomhoide orthu.

(iv) Sonraí Riaracháin:

Is éard atá sna sonraí seo:

●	Comhad Tuairisce ar Thimpiste
●	Riar Foirme Slánaíochta Leigheasanna
●	Polasaithe
●	Comhaid FSS
●	Cuntaisí
●	Tuairiscí Tinrimh

Coimeádtar cuid de na taifid seo i bhfoirm páipéir in oifig an rúnaí, cuid eile in oifig an Phríomhoide. Coimeádtar cuid dóibh i bhfoirm leictreonach ar bhunachar sonraí na scoile – is é sin Aladdin i láthair na huaire.

(v) 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 páipéir agus tá siad ar fáil i bhfoirm leictreonach ar ríomhaire an Phríomhoide.

(vi) Polasaí Iniúchadh na nGardaí

Mar chuid de pholasaí Iniúchadh na nGardaí, déantar iniúchadh ar thuistí trí Phátrún na scoile, a bheadh teagmháil acu le páistí scoile agus iad ag tacú leis an scoil i rólanna éagsúla. Tá an teolas a bhailítear príomháideach agus rúnda agus is é an príomhoide agus duine ainmnithe ón mBord Bainistíochta a fheicteann an teolas amháin a thagann arais ó Phátrún na scoile. Tá an teolas seo dhá stóráil in oifig an phríomhoide.

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.

(i) 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 Rúnaí and in electronic form on the school database which is currently Aladdin.

(ii) Pupil Records

*See **Appendix 3** for a full breakdown*

Pupil records are held by each class teacher in a locked cabinet. A computerised school database is also used. Psychological/Clinical/Occupational Therapy/Speech & Language Assessments are held in a locked cabinet in the Learning Support Co-ordinator's office, as well as the Principal's office.

(iii) 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 Secretary or the Principal's office. The Chairperson, the Principal and the School Secretary have access to these records.

(iv) Administrative Data:

This data includes data such as:

●	*Accident Report File*
●	*Administration of Medicines Indemnity Form*
●	*Policies*
●	*Health Service Executive files*
●	*Accounts*
●	*Attendance Reports, Roll Book, Registers*

These records are retained in both manual form in Oifig an Rúnaí, Oifig an Phríomhoide and in electronic form on the school database which is currently Aladdin.

(v) 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

As a part of our 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.

Fáil ar thaifid /*Access to Records*

Beidh fáil ag na grúpaí seo a leanas ar na sonraí leagtha amach thuas i gcás inarb ábhartha agusiomchuí;

●	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 (i gcás inarb iomchuí).

Caithfidh tuismitheoirí cead a thabhairt i bhfoirm scríbhinn nó trí ríomhphost a sheoladh sa chás go n-aistrítear 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 údairaithe 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.

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 (as specified above)*
●	*Department of Education & Skills*
●	*First and second-level schools (where relevant).*

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 standardised school report form is used which is issued in June of each year.

Stóráil/ *Storage*

(i)	Cuirtear taifid uile na ndaltaí i dtaisce sa scoil ar feadh ocht mbliana théis don pháiste an scoil a fhágail. Coimeádtar na taifid i gcomhad atá laistigh de sheomra stórais agus ar bhunachar sonraí na scoile. Féach **Aguisín a 3** .Tá na taifid agus na córais ríomhairithe cosanta le pasfhocal.
(ii)	Cuirtear taifid gach ball foirne i dtaisce sa scoil faoi rún.
(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.

(i)	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 **Appendix 3.** Access to computerized records are password protected.
(ii)	All staff data is stored in a confidential manner.
(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 onto the next teacher as the child moves to the next class.
(v)	All completed Roll books are kept in a similar location, along with samples of student work and student profiles.
(vi)	All waste paper /printouts are destroyed before disposal
(vii)	Access to these stored files is restricted to authorized personnel

	only.

Stórais Sonraí Leictreonach/ *Electronic Data Storage*

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 athstórail 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.

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).

Traenáil Foirne/ *Staff Training*

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

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

Tuairisciú Sarú Sonraí/*Data Breach Reporting*

Má dhéantar sárú ar pholasaí chosaint sonraí na scoile, déanfaidh Bord Bainistíochta na scoile an scéal a fhiosrú. Má dhéantar sarú 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.

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.

Cead Griangraif /*Consent for Photographs*

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 shóiseálta scoile. Is féidir aistarraingt a dhéanamh ar an gcead sin ag am ar bith trí scríbhinn chuig Bord Bainistíochta na scoile.

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 dTuistí /Parents' Association

Tá dualgaisí chosaint sonraí ar Choiste na dTuistí agus comhairle faighte acu ón NPC ina leith.

Bíonn grúpaí ranga 'WhatsApp' i bhfeidhm ag Coiste na dTuistí 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.

The Parents' Association equally has data protection requirements to meet under the guidance of the National Parents Council (NPC). The Parents' Association organises class 'Whatsapp' 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 in writing.

Critéir Reatha/ Success Criteria

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

Rólanna & Freagrachtaí /Roles and Responsibilities

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 thaifead. Déanfaidh an Príomhoide cinnte go gcoimeádtar na taifid agus go

gcuirtear i dtaisce iad, go háirithe taifid na ndaltaí a aistreoidh go scoileanna eile.

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.

Athbhreithniú /Review

Déanfar athbhreithniú ar an bpolasaí seo go rialta nó mar is gá.

This policy will be reviewed regularly or earlier if the need arises.

Daingniú agus Cumarsáid/ Ratification and Communication

Bunaíodh an polasaí seo ar na treoirlínte um Chosaint Sonraí Ginearálta 2018.Cuirfear cóip den pholasaí seo ar fáil do gach ball foirne agus do gach tuismitheoir trí shuíomh idirlín na scoile.

This policy is based upon the GDPR regulations 2018. A copy of this policy will be made available to each member of staff and each parent through the school website.

Sínithe: _____

Dáta: _____

Cathaoirleach

Appendix 1.:Data Protection Principles

The school BoM is a *data controller* of *personal data* relating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the BoM is obliged to comply with the principles of data protection set out in the Data Protection Acts 1988 to 2018 and GDPR, which can be summarised as follows:

1.	Obtain and process Personal Data fairly
Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students, etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with the Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly	
2.	Consent
Where consent is the basis for provision of personal data, (e.g. data required to join sports team/ after-school activity or any other optional school activity) the consent must be a freely-given, specific, informed and unambiguous indication of the data subject's wishes. Gaelscoil Aonach Urmhumhan will require a clear, affirmative action e.g. ticking of a box/signing a document to indicate consent. Consent can be withdrawn by data subjects in these situations	
3.	Keep it only for one or more specified and explicit lawful purposes
4.	Process it only in ways compatible with the purposes for which it was given initially
Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a 'need to know' basis, and access to it will be strictly controlled	
5.	Keep Personal Data safe and secure
Only those with a genuine reason for doing so may gain access to the information. Personal Data is securely stored under lock and key in the case of manual records and protected with computer software and	

password protection in the case of electronically stored data. Portable devices storing personal data (such as laptops) are encrypted and password-protected	
6.	Keep Personal Data accurate, complete and up-to-date
Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual's data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. Records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change	
7.	Ensure that it is adequate, relevant and not excessive
Only the necessary amount of information required to provide an adequate service will be gathered and stored	
8.	Retain it no longer than is necessary for the specified purpose or purposes for which it was given
As a general rule, the information will be kept for the duration of the individual's time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law. See Appendix 1.	
9.	Provide a copy of their personal data to any individual on request
Individuals have a right to know and have access to a copy of personal data held about them, by whom, and the purpose for which it is held.	

Appendix 2:

Definition of Data Protection Terms

In order to properly understand the school's obligations, there are some key terms, which should be understood by all relevant school staff.

Personal Data means any data relating to an identified or identifiable natural person i.e. a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the Data Controller (BoM)

Data Controller - is the Board of Management of the school

Data Subject - is an individual who is the subject of personal data

Data Processing - performing any operation or set of operations on data, including:

●	Obtaining, recording or keeping the data
●	Collecting, organising, storing, altering or adapting the data
●	Retrieving, consulting or using the data
●	Disclosing the data by transmitting, disseminating or otherwise making it available
●	Aligning, combining, blocking, erasing or destroying the data

Data Processor - a person who processes personal information on behalf of a data controller, but **does not include an employee of a data controller** who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work. The Data Protection legislation places responsibilities on such entities in relation to their processing of the data. [Schools should give examples here of the Data Processors they use e.g. Aladdin; Databiz; School accounting/wages processors;]

Personal Data Breach – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This means any compromise or loss of personal data, no matter how or where it

Aguisín 3

Sonraí na ndaltaí

	MR	CTF	MTF	PO	R	AL	SF
Sonraí pearsanta an dalta	✓				✓	✓	
Sonraí leighis atá íogair	✓				✓		
Tuairiscí scoile	✓					✓	
Measúnaithe Síceolaíochta/Cliniciúla/Teiripe Shaothair/Cumas Cainte agus Teanga	✓		✓	✓		✓	
Torthaí na Triallacha Chaighdeánaithe	✓		✓	✓		✓	
Taifid Thinrimh	✓				✓	✓	
Triail Scaghta, mar shampla, MIST agus NRIT	✓		✓			✓	
Trialacha ceaptha ag múinteoirí. Ceapann gach múinteoir ranga a theimpléad nó a teimpléad féin le haghaidh trialacha	✓						
Torthaí ó Thástálacha Diagnóiseacha	✓		✓	✓		✓	
Pleananna Oideachais Aonair	✓		✓			✓	
Sonraí ar Thacaíocht Foghlama/Achmainní, mar shampla, taifid de chead/diúltiú fáil ar sheirbhísí Tacaíocht Foghlama/Acmhainní na scoil	✓		✓	✓			
Fillteáin Féinmheastóireachta na ndaltaí	✓						
Eolas teaghlaigh iomchuí, mar shampla, Orduithe Cúirte a bhaineann le caomhnóireacht etc.	✓			✓		✓	
Sonraí maidir le teagmháil,iompraíochta nó timpistí	✓			✓	✓	✓	
Foirm Sínithe cead a thabhairt an dalta a iompar ar thuras scoile/griangraifeanna a ghlacadh/an idirlíon a úsáid	✓			✓	✓	✓	

Treoir:

MR	Múintoir Ranga	PO	Oifig on Phríomhoide
CTF	Co-ordaitheoir Tacaíocht Foghlama	R	Oifig on Rúnaí
MTF	Múinteoir Tacaíocht Foghlama	SF	Seomra Foirne
AL	Aladdin		

Appendix 3

Pupils' Personal Data

	CT	LSC	LST	PO	S	AL	SR	RT
Student's Personal Details	✓				✓	✓		
Sensitive Medical Data	✓				✓			
School Report Cards	✓					✓		
Psychological/Clinical/Occupational Therapy/Speech and Language Assessments		✓				✓		
Standardized Test Results	✓					✓		
Attendance Records	✓					✓		
Screening Test such as MIST and NRIT	✓		✓			✓		
Teacher - designed tests. Each class teacher designs his/her own test template	✓							
Diagnostic Test Reports	✓	✓				✓		
Individual Education Plans	✓		✓			✓		
Learning Support/Resource Data such as records of permission/refusal to access Learning Support (LS/Resource Teaching (RT) services in the school.				✓				
Portfolios of Student Work	✓							
Relevant family information such as Court Orders re custody etc.				✓		✓		
Details of behavioral or accidents				✓				
Photographs/School Tours/use of internet at school - parents/guardians sign a consent form when a child becomes enrolled in the school allowing their child				✓	✓			

access.								

Key

CT	Class Teacher	PO	Principal's Office
LSC	Learning Support Coordinator	S	Secretary's Office
LST	Learning Support Teacher	SR	Staff Room
AL	Aladdin	RT	Resource Teacher

Aguisín 4

Stóráil Sábháilte agus na Tréimhsí ama gur chóir sonraí/eolas áirithe a choinneáil.

Daltaí	Tréimhse Ama le Sonraí a Choinneáil
(1) Scoil Cláru/Leabhair Rollaí (2) Foirmeacha iontrála (3) Nótaí Smachta (4) Torthaí na dTriallacha Chaighdeánaithe (5) Measúnaithe Siceolasithe srl (6) Comhaid ROS/IEPS (7) Tuairisciú ar thimpistí (8) Caomhn Leanaí - Taifeadadh Tuairisciú (9) Achomharc Alt. 29.	Tréimhse éiginnte (retain indefinitely) Coinnigh ar feadh ocht mbliana théis don dalta an scoil a fhágáil. Ná scrios riamh Coinnigh ar feadh ocht mbliana théis don dalta an scoil a fhágáil. Ná scrios riamh Ná scrios riamh Ná scrios riamh Ná scrios riamh Ná scrios riamh Ná scrios riamh
Agallamh - Taifeadadh do baille foirne	**Tréimhse Ama le Sonraí a Choinneáil**
Bord Agallaimh & Scéim Marcála & Notaí an Bhoird Bainistíochta (do na h-iarratasóirí nár éirí leo)	18 mhí ón spriocdháta a bhí ann na h-iarratais a bheith istigh agus 6 mhí lesi má bhíonn ar an mbinse comhionnais (Equality Tribunal) an scoil a chur ar an eolas go bhfuil éileamh (claim) ar bun.
An Fhoireann Scoile - Taifead	**Tréimhse Ama le Sonraí a Choinneáil**
Conradh Fostaíochta. Cláru leis an gComhairle Múinteoireachta, taifid de ghrinnfhiosrúcháin na nGardaí srl Timpiste/Gortú ar an suíomh oibre-taifead. **Bord Bainistíochta - Taifeadadh**	Coinnítear ar feadh thréimhse iomlán an fhostaíocht & 7 mblian (6 bliana chun éileamh (claim) a dhéanamh i gcoinne na scoile agus bliain amháin lesi chun imeachtaí a dháileadh ar an scoil) **Tréimhse Ama le Sonraí a Choinneáil.**
Bord Bainistíochta: Clár na	Tréimhse éiginnte (indefinitely)

cruinnithe agus miontuairiscí	
CST (Córas Slándála Teilifíse) Taifeadadh	Go h-iondúil, coinnítear an taifeadadh ar feadh 28 lá agus ansin glantar an taifeadadh go h-uathoibritheach. I gcás práinne, is féidir an aifeadadh a choinneáil chomh fada is a bhíonn sé riachtanach más gá.
Pá Rolla - Cáin	Coimisinéirí Ioncaim - Tréimhse 6 bliana i ndiaidh deireadh an bhliain cáineach.
Sonraisce/Admháil	Coinnigh ar feadh 7 mbliana
Imscrúdú ar Cuntaisí Scoile	Tréimhse éiginnte

Appendix 4

Recommendations regarding Safe storage and retention periods for different information.

Pupils	**Retention Periods**
(1) School Register/Roll Books	Indefinitely
(2) Enrolment Forms	Hold until 8 years after the student leaves the school
(3) Disciplinary notes	Never Destroy
(4) Test Results Standarised	Hold until 8 years after the student leaves the school
(5) Psychological Assessments etc.	Never Destroy
(6) SEN Files/IEPS	Never Destroy
(7) Accident Reports	Never Destroy
(8) Child Protection Reports/Records	Never Destroy
(9) S.29 Appeals	Never Destroy
Interview Records For Staff	**Retention Periods**
Interview Board & Marking Scheme & Board of Management notes (for unsuccessful candidates)	18 months from close of competition plus 6 months in case the Equality Tribunal needs to inform school that a claim is taken.
Staff Records	**Retention Periods**
Contract of Employment, Teaching Council Registration, Vetting Records etc. Accident/Injury at work Reports	Retention for duration of employment & 7 years. (6 years to make a claim against the school plus 1 year for proceedings to be served on school)
Board of Management Records	**Retention Periods**

BOM Agenda and Minutes	Indefinitely
CCTV Recordings	28 days normally. In event of criminal investigation - as long as is necessary
Payroll Taxation	Revenue require a 6 year period after the end of the tax year
Invoices/Receipts	Retain for 7 years
Audited A/C's	Indefinitely

Aguisín 5/ Appendix 5

Coiste na dTuismitheoirí – Treoirlínte / Guidelines regarding use of WhatsApp

Tugann WhatsApp deiseanna deasa chun teagmháil agus cumarsáid a dhéanamh, chomh maith le heolas a roinnt, saor in aisce. *WhatsApp is an invaluable free forum for people to stay connected and to share any important information.* Anois, le Rialacháin Ginearálta maidir le Coisaint Sonraí, RGCS, ní mór duinn go léir a bheith níos cúramaí á n-úsáid. *Now, with General Data Protection Regulation, GDPR, we must all be more careful than ever when using them*. Má tá tú mar bhall de ghrúpa tuistí sóisialta, ba mhaith linn, Coiste na dTuismitheoirí, moltai a thabhairt daoibh. *If you are in a social parents WhatsApp group, we, Coiste na dTuismitheoirí na Gaelscoile recommend the following:*

Cód Smachta d'Úsáid WhatsApp / *Code of conduct for using WhatsApp:*

●	Bíodh meas don chúis agus chuspói an ghrúpa / Respect the purpose and objective of the group.
●	Coimead na teachtaireachtaí deas eolach agus gonta / Send short, informative messages.
●	Seachain teachtaireachtaí pearsanta, agus ná bain úsáid as ainmneacha riamh / Avoid personalised messages, and never use names.
●	Tá caomhnú paistí thar a bheith tábhachtach / Child safety is paramount.
●	Bain úsáid a s focail ar an iomlán, agus gan an iomarca úsáid a bhaint as aon emoji, toisc go bhfuil sé éasca míthuiscint a bheith ann / Use words in the main, and only emojis sparingly, as they can be misinterpreted.
●	Déan seiceáil agus athsheiceáil ar an teachtaireacht sula gcuireann tú suas é / Check and recheck your message before posting.
●	Bain úsáid as teachtaireachtaí dearfacha i gcónaí / Use positive comments at all times.

●	Ná déan dearmad go bhfuil WhatsApp ann chun eolas a roinnt amháin / Remember WhatsApp is not a complaints forum, it is for information only.
●	Bíosdh meas agt ar gach duine atá mar bhall an ghrúpa / Respect each WhatsApp user in the group.
●	Baineann an t-eolas le baill an ghrúpa amháin / Information is for group members only.
●	Ni ceart go mbeadh teachtaireachtaí léite nó curtha suas ag éinne ach baill an ghrúpa / Reading and posting access should be restricted to group members.
●	Ba cheart a bheith fíor-chúramach ag cur pictiúir nó físeáin suas / Great care and discretion must be used in posting any picture or video content.
●	No one person should be an administrator. The group should be administered by all members, thereby sharing responsibility, and also allowing anyone to take down a post if it is seen to be inappropriate.

Appendix 6:

Suíomhanna Gréasáin lena thuilleadh eolais:

POD Information:https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/privacy-notice-primary-online-database.pdf

Ráiteas GDPR GAU: https://gaelscoilau.ie/Page/GDPR--General-Data-Protection-Regulation/3680/Index.html